



Vacancy

Business Development & Relations (BDR) Coordinator

ARC works with its partners and constituencies to provide opportunities and expertise to refugees, displaced people and host communities – to better survive conflicts and crisis, and to rebuild lives of dignity, health, security and self-sufficiency. ARC presently works in and with partners in seventeen countries globally. ARC has consistently operated in Rwanda since the year 1994, and today has a strong and committed team of over eight hundred personnel who include full time staff, community mobilizers and incentive workers– implementing programs in Primary Health Care, Reproductive Health, HIV and Nutrition; also Water, Sanitation and Hygiene, Shelter and general Infrastructure, Livelihoods/Economic strengthening, and Sexual and Gender Based Violence Prevention/ Protection. Our work in Rwanda currently covers all the refugee locations and their kind Rwandan-host communities. And we are always looking to expand and, jointly with our partners, offer lasting impact with and for the communities we serve!

ARC is looking for a qualified, self-driven and committed individual to fill the following position – based in Kigali, Rwanda:

The Business Development & Relations (BDR) Coordinator, a senior role in the organization, leads ARC Business Development strategy in Rwanda, ensuring coordination with overall program development strategy. S/he leads resources mobilization, stakeholder communication and donor liaison for the country program. The position holder plays a central role in defining business development and resource mobilization strategy, identifying opportunities, building relationships, and strategically positioning and strengthening the country program's capacity for resource mobilization; with the following key responsibilities:

- Lead the development and implementation of ARC Rwanda business development and resourcing strategy, working in close consultation and collaboration with all departments and leadership team.
- Source, gather and share intelligence on institutional donors, foundations and corporate funding priorities, strategies & trends; and potential working and resourcing opportunities.
- Lead development and timely delivery of high quality business plans, resourcing concepts, plans or proposals, working in collaboration with all relevant departments and programs staff.
- Link with similar interest and focus agencies with a mind to consortia-development, and broadening ARC Rwanda relations, networks and business advancement and eligibility.
- Develop a system with program teams to identify, document, publish and disseminate high impact human interest/success stories, case studies and positioning materials.
- Oversee the development of innovative sponsorship, adoption, twinning and such similar schemes and approaches, for resource mobilization and campaigns

- Input to drafting of external papers, reports, briefs and updates, working with programs team, to assure business sustenance and growth angle and elements in all internal and outgoing communications.
- Cultivate, nurture and maintain strategic and mutually fulfilling relationship between ARC with current and potential supporters and donors.

Required skills and experience we're seeking

- **Minimum of Master's degree** in Project Management, Development, International Relations, or a closely related field from an accredited university required.
- **Required:** Significant and sustained experience (8-10 years) in complex global development and humanitarian settings.
- **Proven pattern of success** in project design, business plans, concepts and proposal development and resource mobilization required
- **An outstanding ability** to track donor trends that contribute to business development outcomes.
- Familiarity with multilateral donor requirements and working procedures; previous exposure with private sector, USAID, UN, DFID, EU, and ECHO ; added experience with foundations, corporations or private sector a plus
- Demonstrated ability to write clearly, insightfully and persuasively in English, and meet regularly tight and demanding deadlines.
- A strong network of diverse donor contacts and relationships preferred.

Key behaviors and abilities

- Solution, service and support oriented attitude and work ethic; and a willingness to guide colleagues and charges towards exploring options and solutions, while assuring fidelity to expected policies and compliance.
- A team player, with ability to work in a high paced, demanding environment.
- Willingness to travel and stay for extended periods in remote country work sites to support workflows.

Interested and qualifying candidates should submit applications to ARC Rwanda HR Coordinator – to include 1 page Cover Letter, an updated CV (max. 3 pages), and three names (plus titles & contacts) of relevant professional referees - **to the following email address only:** RWJobs@arcrelief.org; with the position applied for **CLEARLY** indicated in the subject line.

Only applications received through the above indicated dedicated email address will be considered. **The deadline for submission of applications is February 17th, 2019 at 12:00hrs.** Only short listed candidates will be contacted.

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