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| **TITLE:**  **Business Development Manager** |
| **TEAM/PROGRAMME: PDQ** | **LOCATION: Kigali, Rwanda**  |
| **GRADE**: **2** | **CONTRACT LENGTH: Open ended** |
| **CHILD SAFEGUARDING:** Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people |
| **ROLE PURPOSE:**The Business Development Manager will work to identify donor opportunities, facilitate donor engagement, assist in the development of fundraising strategies, and coordinate proposal development for all new funding opportunities. Recognising that many conversations with donors involve a review or update around current grants as well as discussions about new opportunities, the Business Development Manager will also be expected to keep closely informed about the progress of all major institutional grants and able to speak to results in key reporting documents. The Business Development Manager will be located in Kigali. The role has an external orientation, but works closely and has interactions with other members of Save the Children International who provide programme funding.  |
| **SCOPE OF ROLE:** **Reports to:** Director of Program Development Quality **Staff reporting to this post:** Senior Coordinator – Proposal Writer and other consultants as needed |
| **KEY AREAS OF ACCOUNTABILITY:****Identification of donor opportunities*** Identify, research, and disseminate information on new funding opportunities from bilateral, multi-lateral, and other institutional donors.
* Cultivate business relationships with external stakeholders and potential partners for large scale or strategic funding opportunities, either as a prime or sub-recipient in joint ventures.
* Explore and test potential private sector partnerships and keep abreast of local funding environment.
* Pro-actively seek donor intelligence on prospective new opportunities or partnerships.
* Provide updated information to Member Services team to stimulate increased and new investments by SC Members in the Rwanda country portfolio.
* Ensure key contacts, required formats and donor strategies are kept up-to-date at the country office level.

**Facilitate donor engagement*** Cultivate excellent working relationships with donor agencies at regional and country level as appropriate and as indicated by the line manager.
* Cultivate excellent working relationships with SC members at head office and regional level
* Represent the Rwanda office in relevant donor fora, workshops and conferences where new business development opportunities can be formulated, as indicated by the line manager.

**Coordinate proposal development*** Direct involvement in the development of all proposals and bids. Provides leadership, co-ordination and direct input and support to proposal development teams.
* Set and track proposal development timelines and ensure coordination amongst teams – Programme Development and Quality (PDQ), Programme Operations, Finance, Human Resource, Security and Member Services, and external stakeholders (if relevant).
* Set proposal development processes including needs assessments; organization and facilitation of project designing meetings and workshops with concerned experts and managers.
* In collaboration with Director of PDQ and Head of Monitoring, Evaluation, Accountability and Learning (MEAL) , identify needs for additional technical support and resources required to support proposal development.
* Represent Save the Children International generally (along with technical experts) in consortium meetings regarding proposal development.
* Ensure that Programme Quality Framework is addressed in all new proposals and that key elements of programme quality are included (e.g. child participation, child safeguarding, lessons learned from past proposals, accountability, risk assessments, effective partnership strategy, etc.).

**Facilitate development of country fundraising strategies*** In close consultation with PDQ and Operations, lead the development and regular update of a long-term donor engagement strategy to assist in growing the Rwanda portfolio over the next 3-5 years in areas relevant to SCI and child rights.

**Quality Management for Donor Engagement*** Oversee the synthesis of key donor reports across programme sites, ensuring quality and timely reporting according to donor regulations.
* Interfaces closely with Programme Operations, Deputy Director of PDQ and Head of MEAL to ensure all information is produced in a way that ensures quality donor engagement as well as quality and integration of SCI interventions at the programme design and reporting stage.

**Capacity building, Mentoring and Development*** Support on the job skills development of colleagues in program and operations – i.e. proposal development, donor engagement, consortia development etc.
* Support the development of an organisational culture that reflects our dual mandate values, promotes accountability and high performance, encourages a team culture of learning, creativity and innovation, and frees up our people to deliver outstanding results for children and excellent customer service for our members and donors.
* Any other responsibilities assigned to you by your line manager
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values

**Ambition:*** Sets ambitious and challenging goals for themselves, takes responsibility for their own personal development and encourages others to do the same
* Widely shares their personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically

**Collaboration:*** Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
* Values diversity, sees it as a source of competitive strength
* Approachable, good listener, easy to talk to

**Creativity:*** Develops and encourages new and innovative solutions
* Willing to take disciplined risks

**Integrity:*** Honest, encourages openness and transparency
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| **QUALIFICATIONS** * Master degree in an area of social development or equivalent.
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| **EXPERIENCE AND SKILLS****Essential:*** Excellent writing/editing skills, budget development skills and presentation/communication skills.
* Experience in presenting project information to donors and partners.
* Experience in leading development of large-scale or strategic proposals, including the development of project budgets.
* Highly developed interpersonal and communication skills including influencing, negotiation and coaching.
* Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.
* Strong results orientation, with the ability to challenge existing mind sets.
* Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy in.
* Ability to present complex information in a succinct and compelling manner.
* Ability and willingness to dramatically change work practices and hours, and work with incoming surge teams, in the event of emergencies
* Fluency in English, both verbal and written, required. French fluency highly desired.

**Desirable:** * Recommended a minimum of five years management in either development or emergency contexts, preferably with solid experience in more than one of the Save the Children International priority sectors: education, protection, rights governance, health and nutrition, and emergencies
* Commitment to Save the Children International values.
* Background in large international non-governmental organisation or other international relief/development body.
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| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |