

JOB PROFILE

How to Apply for this Job



Tom Price/Tearfund

Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theology of Mission](#)

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

Job Title	Business Development Manager
Group	International Group, ECA
Team	Rwanda
Location	Kigali, Rwanda
Responsible to	Country Director

Part 1 – Job description

1. Main purpose of the job

The Business Development Manager(BDM) is a highly skilled and highly talented individual, with a high level understanding of relief and development business. They are agile, take a marketing and sales posture approach to business development. They are goal oriented, with the ability to think through and craft winning strategies. They have the highest awareness of the business environment and understanding of their market, they are exceptional relationship builders and negotiators.

In the Tearfund Rwanda programme, the Business Development Manager (BDM) will work with the country director to lead the country programme funding portfolio growth. The Business Development Manager will work closely with the Country Director and the Program team to ensure the Country Strategy has a viable business model and an accompanying Business Development Strategy. In particular, the Business development manager will be responsible for:

- Developing a country funding strategy and plan with clear and measurable results based on in depth market and concept analysis
- Lead on programme, brand, market and donor facing communication and liaise internally for production of tools, literature and information for donors and other project stakeholders
- Developing goals for the business development and growth, ensuring they are met and overseeing new acquisitions, bids, contracts and pitches
- Researching organisations and individuals to find new opportunities and Increasing the value of current donors while attracting new ones.
- Attending, lead on and participate in conferences, meetings, exhibitions and industry events, build relationships and communicate the country programme's work
- Lead and coordinate with the programme and finance team to develop concept notes, proposals and budgets for submission to donors as required
- Training personnel and helping team members develop their skills.

They will provide leadership in identifying, developing and winning bids to resource the implementation of the Country Strategy. This role leads the country team in the coordination and development of evidence-based, high quality funding proposals, working closely with the program, MEAL and finance teams. They will represent Tearfund at all external donor engagements within Rwanda and to do this effectively, the role holder will need to remain apprised of the existing programmes implemented by Tearfund especially results achieved in the programs.

As a member of the Senior Management Team (SMT), the role is responsible for leading the coordination of all donor proposals, donor visits and ensuring SMT is apprised of progress against implementing the Business Development Strategy.

2. Position in organisation

- Grade: 3
- Directly reports to, is responsible and accountable to the Country Director
- Closely coordinated with the Senior Management Team (SMT)
- Liaises closely with partners involved in accessing donor funding.
- Liaises and works closely with other roles within Tearfund in particular the regional and global support roles such as programme funding managers, partnership leads, impact and strategy lead or other thematic leads, within the ambits of Decision Making and Accountability Framework (DMAF).
- Keeps the country Senior Management Team abreast of ongoing Business Development efforts ensuring Senior Management curves out time to support Business Development efforts.

3. Tearfund's Christian culture

Tearfund as an International Evangelical Christian organisation believes that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Engage with Tearfund Prayers and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

4. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

5. Duties & Key Responsibilities

5.1. Programme Strategy

- Responsible for supporting the Country Director in the achievement of the Country Strategy by developing a Business Development Strategy and securing a sustainable, diversified funding portfolio and effective external engagement with different stakeholders.
- Develop systems, processes and an easy to use toolkit to ensure departments and partners have sufficient guidance and a shared understanding for quality, timely, donor submissions which are in line with the Country Strategy, Tearfund's Quality Standards, PCM and sector good practice.
- Leads the identification, development, submission and winning of competitive, innovative bids.
- Together with the Country Director, maintain current relationships, and/or establishes new relationships with donors and Tearfund strategic partners.
- Identifies new areas for engagement, and researches the latest in the humanitarian/development business development sector to create new funding opportunities and products for potential donors.
- Identify and assess potential consortium partners, identify opportunities for synergy and complementarity and work with the Country Director to establish these consortia.
- Review case studies of good practice for both internal and external dissemination.
- Proactively informs the Senior Management Team of key donor strategies and priorities, and collaboration required from their respective teams for specific calls for proposals.
- Build a cross departmental culture of collaboration and evidence based learning from Business

Development efforts across the organisation and including the relevant partners when appropriate.

5.2. Project / Support Function Management

- Leads the country team in developing concept notes and proposals, including budgets (working closely with finance) and any required supporting documentation, whilst ensuring donor guidelines are followed.
- Research innovative business models/ solutions to achieving the strategic objectives. Collaborate with the Program Director to develop bankable proposals around these models and identify funding opportunities that are a fit with the proposals.
- Coordinates the timely provision of the information for the Project Development Meetings (PDMs), ensure relevant authorisation is gained prior to donor submissions, and that all PDM recommendations are adopted into the final submission.
- Coach partner and in-country staff to ensure partner staff capacity is built in regards to seeking and obtaining donor funding, donor compliance and effective networking.
- Edits and undertakes a final proof reading of all documentation prior to submission to donors to ensure quality control, focusing on clarity, coherence, and consistency.
- Ensures the in- country team and partners are aware of, and able to meet the contractual commitments made by signing off.
- Facilitates the signing of donor contracts ensuring legal review, sign off within delegated authorities.
- Actively draws out lessons on fundraising and new programme development to be shared within the team, but also with the broader cluster and technical teams.
- Takes a lead in supporting the country team and partners to document case studies and beneficiary stories, sharing them with regional cluster and UK teams
- Ensures availability and appropriate use of programming information to be used in information briefs, bulletins and case studies.

5.3. Corporate Policy And Compliance

- Coordinated directly with Donor leads within the Programme Funding Team (PFT) and Partnership Executive in the Partnership Team, on prospective business development opportunities, key investor interests, donor call for proposals and bid announcements
- Oversees and maintains the programme's Grant Management Information System (GMIS) to ensure the timely and quality submission of internal and external proposals and reports, setting deadlines for submission of draft documents
- In consultation with the Country Director and in-country staff ensure a standard filing system is maintained for core donor and project related documentation and is accessible, using effective paper and electronic filing systems in accordance with Tearfund standard procedures.
- Act as a conduit for information on donor rules and regulations applicable to each donor project between Programme Funding Advisor(s), and the wider SMT.
- Coordinate the monitoring of compliance to specific donor rules and regulations, highlighting areas of insufficient compliance to SMT.
- In collaboration with the SMT monitor the implementation of the project closure guidelines at the end of every project.

5.4. Team Management

- The Business Development Manager liaises with the SMT in order to gather required information for donor proposals, budgets and reports in a timely fashion coordinating with the rest of the team

the submission of these documents

- The Business Development Manager will support in other duties as determined by the Country Director.
- Participates in team planning and takes lead in submitting project concept notes, proposals and plans on programmes/ projects
- Supports and participates in team development initiatives in the country office

5.5. External Representation

- Attend relevant inter-agency coordination meetings
- Supports the country director in developing and maintaining donor relations with in-country, through email, phone and face-to-face meetings.

Part 2 – Person specification

Job title: Business Development Manager

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Degree or equivalent qualification in development, humanitarian affairs, programme development and Business Management, marketing or other relevant course 	<ul style="list-style-type: none"> • Evidence of further relevance study and learning – particularly in regards supporting learning, systems thinking, process management and development and measurement.
Experience	<ul style="list-style-type: none"> • Proven experience in both Local and/or International NGO with similar position: proposal development (narrative and budgets) and donor reporting, • Proven ability to develop winning , large scale proposals for public and/or private sector donors. • Experience in Project Cycle Management • Experience in conveying stories and case studies to external audiences in an appropriate and timely manner. • Experience in strategic planning • Experience in project design and implementation. • Experience in capacity-building in a coaching and accompaniment model. 	<ul style="list-style-type: none"> • Experience with DFID, USAID, EU and multilateral donor mechanisms. • Working to SPHERE Standards, CHS, Red Cross Codes of Conduct
Skills/Abilities	<ul style="list-style-type: none"> • Excellent English language, written and verbal communication skills • The ability to present complex or large volumes of information in concise, compelling narratives to different audiences. • Strong interpersonal, influencing, coaching skills. • Ability to prioritise tasks and meet deadlines • Ability to research, conceptualise and mould ideas into innovative business models that enable achievement of program objectives. • Strong results orientation towards work achievement. • Proactive and able to suggest solutions to challenges. • Creative thinking. • Able to develop quality, realistic budgets in line with organisational policies and client requirements. • Strong negotiation and representation skills <p>Able to work with diverse teams in a fast paced environment under pressure and</p>	<ul style="list-style-type: none"> • Knowledgeable of the development-humanitarian aid industry and up-to-date on industry news and directions

	<p>deliver quality results.</p> <ul style="list-style-type: none"> ● Strong skills in Microsoft Word, PowerPoint, Outlook and working in the Cloud. 	
Personal Qualities	<ul style="list-style-type: none"> ● Committed Christian with a personal relationship with God ● Emotionally and spiritually mature ● A strong team player and a practical desire to support the field team ● Understanding and sensitivity to cross cultural issues ● ability to remain calm under pressure ● diplomatic and determined ● willingness to travel and live in basic conditions ● an understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement 	
<p>OTHER COMMENTS:</p> <ul style="list-style-type: none"> ● All roles require a DBS/Police check ● Tearfund is a member of the SCHR Misconduct Disclosure Scheme ● Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		