JOB DESCRIPTION:

Business Development Coordinator

**Introduction**

CARE is a leading humanitarian organization fighting global poverty. We seek a world of hope, inclusion and social justice, where poverty has been overcome and people live in dignity and security. CARE International aims to be a global force and a partner of choice within a worldwide movement dedicated to ending poverty.

**Overview of the Role**

**Job Purpose Statement**

The Business Development Coordinator leads on new business development to ensure CARE's Rwanda financial sustainability; leading the development and implementation of an effective resource mobilization strategy; creating, identifying, and accessing new funding opportunities; maintaining a consistent standard of donor relationship and high-quality proposal development; and actively seeking to grow income for the CARE country programs through (national, multi country or global) funding opportunities and building partnerships with donors and civil society stakeholders.

S/he plays a key role in the oversight, management, and quality control of the entire proposal development process, ensuring a compliant and donor-responsive proposal that meets both funder and CARE requirements and internal standards.

S/he supports the program team in the development of innovative programs for subsequent submissions to donors. Finally, the BDC plays an important role in advocating for proposals to reflect CARE's innovative program and approaches.

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| **Reports To:**  | Head of Knowledge, Learning & Opportunities Management | **Location:**  | Kigali |
| **Supervises:**  | **N/A** | **Grade:** |       |

**Key Responsibilities**

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| 1. **Resource mobilisation strategy and new business development**
 | **Level of Effort: 25%** |

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| Lead the design and implementation of the country resource mobilization strategy intended to strengthen income and partnerships and the CO resource mobilization efforts. | Lead the design and implementation of the country resource mobilisation strategy/plan intended to grow income and partnerships with stakeholders at national, regional and global levels to deliver the country strategy; regularly review and keep it up to date (including donor cultivating plans, pipeline, donor tiers etc.); liaise with the Head of Finance to ensure that an accurate financial forecast is provided |
| Coordinate business development and funding activities with relevant CARE staff in country and at regional/HQ/CARE Member Partner (CMP) levels; ensure that agreed elements of the strategy/plan are delivered on time and to standard; escalating any serious shortfalls to the Head of the department and reporting on progress to the Senior Management Team (SMT). |
| Coordinate weekly/ monthly Resource Mobilization work group meetings to lead the team in developing innovative fundraising ideas and review the pipeline. |
| Actively identify, qualify and track funding and partnership opportunities with institutional and other donors in a systematic manner in pursuit of supporting CARE’s programs in country, make an initial assessment of CARE's ability to effectively compete and make proposals on how to seize opportunities, facilitate negotiations on prime applicant selection and support the Head of the department and the CD for the final decision. |
| Link with the confederation funding architecture to access intelligence, opportunities and skills. Broker and streamline assistance from donor account managers in CMP HQs and build collaborative relationships with these. Participate and actively engage in relevant Fundraising forums. Collaborate to support confederation public fundraising by effective matching of program needs within the country to CMP based public fundraising efforts. |
| Utilize CARE Rwanda's 'Go/No Go' process to assess the suitability of funding opportunities; take ownership of the process to pursue those which are appropriate. |
| Work with Program Partnerships and Learning (PPL)s to ensure that the country programs are adequately resourced. |
| Monitor the funding pipeline and leads on income planning and forecasting at national level in link with the region. |

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| 1. **Proposal/bid management and internal/partners coordination**
 | **Level of Effort: 35%** |

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| Provide oversight, management, and quality control of the entire proposal development process, ensuring a compliant and donor-responsive proposal that meets both funder and CARE requirements and internal standards | Work with partners, CARE staffs in country and at regional/HQ/CMP levels and all other relevant external stakeholders to lead/coordinate the conceptualization of new projects, coordinate submissions, including multi-country submissions. This includes preparing all necessary groundwork for proposal development and bid management, helping assemble bid development teams, leading proposal development processes, ensuring inclusive and quality risk assessment, quality program, design, narrative and budget development and internal approval; managing consultants as needed; acting as the focal point for Rwanda for regional/global submissions; and potentially contributing if needed in writing/editing proposals in coordination with program staff. |
| Before submitting for internal approval, ensure that project plans, resourcing requirements and budgets are logically and clearly articulated, in response to a compelling theory of change and in line with CARE's program strategy and donor requirements |
| Leverage professional relationships and support from the confederation to follow up on funding proposals that have been submitted; adjusting or re-designing proposals, as necessary to enhance their appeal |
| Supports staffs/partners to adhere to funding policies and guidelines of the confederation. |
| Support the head of department and Country Director to build consortiums ahead of time for big and complex proposals that require pulling together different organizations/institutions  |

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| 1. **Strategic donor engagement and visibility (?)**
 | **Level of Effort: 15%** |

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| Ensure strategic development and management of CARE’s relationships with institutional donor representatives within a country and multi-country context, building on CARE’s track record and reputation.  | Strengthen CARE's reputation amongst key stakeholders, donors and partners to improve and expand resource mobilization and shape future partnerships. |
| In close collaboration with the Head of the department, proactively support engagement on a strategic basis with institutional donors in order to facilitate technical programme exchanges; identify key areas of potential cooperation including program funding; and ensure the building and management of CARE’s relationships with institutional donor representatives within a country and multi-country context, building on CARE’s track record and reputation. |
| Increase CO visibility – internal/external by mapping or identifying visibility opportunities for the CO (e.g., technical working groups, NGO forums, donor events as well as CARE events, webinars, meetings, places to share about the CO’s most recent evidence and documents, etc.). |

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| 1. **Impact and learning**
 | **Level of Effort: 15%** |

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| Contribute to promoting a culture of learning and continuous improvement. | Contribute to developing innovative programs and helping conceptualize CARE's evolving/changing role in potential projects for submissions to donors. Participate in CARE Rwanda efforts to leverage knowledge for dynamic program design, adjusting program strategies/plans as well as theories of change based on emerging lessons. Work with Program Partnerships Learning (PPL) and the Head of the MEAL department to reconcile/align donor priorities and CARE's strategies; ensuring that donor priorities are incorporated into program/project design wherever possible |
| Ensure effective dissemination and utilization of learning and results that promotes the positioning of the CO vis-à-vis both traditional and non-traditional donors. |
| Feed knowledge and learning into new projects. |
| Participate in or initiate co-designing opportunities with Donors in support to the Head of the department; seeking to contribute innovative ideas, high-quality research & M&E data into the discussions, and influencing their strategies & approaches as necessary  |
| Conduct After Action Reviews of proposals for continuous improvement in proposal quality and feed these lessons into future proposal design efforts |
| Maintain a database of proposals and manage organization of relevant resource mobilization products such as fact sheets, capacity statements and other projects learning briefs.  |

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| 1. **Capacity and processes improvement**
 | **Level of Effort: 10%** |

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| Continuously maintain/improve capacity and processes related to BD. | Develops and maintains systems to facilitate CARE's response to call for proposals; prepare analytical reports of past CARE experience to reflect on lessons learned; and designs and facilitates workshops to build CARE and partners staff capacity to successfully pursue bids. |
| Develop business development guidance documents to capture such knowledge and learning from proposals |

**Additional General Responsibilities**

* Keep up-to-date with CARE’s emerging strategies and approaches and contribute proactively towards design of relevant projects
* Take responsibility for ensuring personal safety and security; giving due care and consideration to the impact of personal decisions on the safety and security of others
* Be proactive in ensuring that CARE’s core values, code of conduct, and principles of gender equity and diversity (GED) are upheld throughout area of responsibility and provide leadership to others
* Take responsibility for personal performance, be accountable for own actions and decisions and be answerable for resulting consequences
* Carry out other duties as requested by the supervisor.

**Important Relationships**

**Internal**: SMT Members; all CARE Rwanda staff who are involved in proposal writing, donor reporting; CARE International; CARE CMPs, East and Central Africa Regional Management Unit

**External**: Donors, Funders, Private Sector Institutions & Umbrella Groups, Government Departments, Partners

**Requirements for the Role**

**Educational Qualifications**

* Bachelor’s Degree in a relevant subject (e.g. Economics, Development Management, International development, Law, Business Administration, Social Science or Development Studies, other relevant fields)
* Post-graduate qualification in a relevant subject involving research methods & statistics

**Experience required:**

* 5 years’ experience in designing and implementing resource mobilization strategies in a development context;
* A minimum of 3 years (of the 5 years) experience in proposal writing for institutional donors, foundations, private sector, etc

**Technical Skills, Experience & Knowledge**

**Essential**

* Demonstrable experience and success in engaging with bilateral and multilateral donors for an international agency like CARE
* Demonstrated ability to devise and implement resource mobilisation strategies
* Proven ability to identify/develop/maintain business opportunities and partnerships
* Experience of working with and coaching technical teams to develop complex program proposals that are funded by institutional donors
* Experience facilitating proposal workshops and trainings
* Strong networking, representational, and negotiation skills
* Ability to work effectively with others in a team across institutional boundaries and business units. Proven ability to utilise talent and expertise of team members to achieve objectives
* Ability to adapt and work within a multicultural, multilingual, and multidisciplinary environment
* Experience of skills capacity building in relation to programme funding or related field
* Superior verbal and written communications skills in Englishwith ability to analyse and synthesise complex issues.
* Good familiarity with government decision-making processes, both political and technical, including budget processes, appropriation, protocols, and communications
* Strong proven ability to identify and articulate strategic and policy issues through effective oral and written briefs
* Strong people skills and team worker
* Ability to make effective, timely decisions and take prudent risks
* Excellent computer skills, including various office applications and internet navigation
* Solid understanding of a rights-based and gender justice approach,
* Experience in the NGO sector

**Desirable**

* Experience with USG and EU guidelines and procedures
* Knowledge of Kinyarwanda
* Good knowledge and awareness of issues related to CARE’s programmatic objectives
* Good knowledge about key issues of development and transition in the ECA/Great Lakes region

**Competencies:**

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| **Competency** | **Level 1***Individual contributor* | **Level 2***People & Process Manager* | **Level 3***Organizational Leader* |
| Inspire & Develop Others |  |  |  |
| Impact Focus |  |  |  |
| Facilitate Change  |  |  |  |
| Cross Cultural Adaptation |  |  |  |
| Business Knowledge |  |  |  |

**Signatures:**

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| I have read, fully understood, and accept the requirements and responsibilities of this Job Description |
| Name of Job Holder: | Signature(s): | Date: |
| Name of Supervisor: | Signature(s): | Date: |