



TADE GROUP POSITION DESCRIPTION

POSITION: Business Development Manager
REPORTS TO: CEO
STATUS: Full-Time/Contractor

TADE's MISSION AND FOCUS:

TADE Group (TADE) is a management consulting firm dedicated to creating dramatic improvements in the performance of organizations and programs to enhance the social and economic wellbeing of people around the world. TADE's work cuts across sectors and helps to reduce poverty; enhances education and the lives of women and children; strengthens civil society; and fosters economic growth through private enterprise development.

TADE is seeking a Business Development Manager (BDM) to contribute to efforts to mobilize resources and build partnerships to support its mission. Reporting to the CEO, the BDM will work closely with other staff members, and also liaise regularly with TADE partners both domestic and international.

POSITION SUMMARY:

The BDM will act as the hub for the identification and pursuit of business development opportunities as well as partnership opportunities with other organizations, coordinating as needed, with regional counterparts and program staff to centralize and track all business development activity. S/he will analyze and track opportunities and highlight TADE results and comparative advantage with other stakeholders, in addition to sharing learnings and promoting partnership attributes.

The BDM will lead and/or guide proposal development processes designed to integrate contributions from program technical experts and program operations and management leads and will contribute to the development of internal and external resources for high quality proposal development. S/he will also write and edit key sections of concept notes and proposals, as assigned

The position may require some travel to coordinate with colleagues, support and train country office staff and/or to represent TADE to current and potential donors.

Key Responsibilities

- Identification, analysis and tracking of opportunities
- Analyze data and online information to identify resource mobilization and partnership opportunities consistent with TADE's mission and expertise; match to regions and countries and share accordingly
- Conduct research to identify new partnerships and collaborative opportunities to drive new business development and/or enhance the quality, depth and reach of TADE's



work. May be requested to attend stakeholder forums. Develop and maintain contact to proactively promote TADE

- Convene regularly-scheduled meetings with all TADE team members to share information, track progress on joint projects, and analyze results
- Facilitate Go/No Go decisions once a tangible funding opportunity is identified.
- Lead the effective use and ongoing maintenance of centralized databases of records to ensure optimal information sharing and knowledge management
- Monitor proposal pipeline, success rate and proposal development cost: Track submission and outcome according to, e.g., country, donor, program area to determine any trends with specific donors or countries which will enable TADE to focus support more effectively
- Liaise with and prepare regular reports for Management/Staff Team.

Proposal Process Management

- Lead the development of new and continuous improvement of existing tools, forms, and checklists to standardize and streamline processes
- Support teams to apply these resources – especially the formation of proposal team with clear roles and responsibilities
- Act as proposal lead, as assigned and/or coach assigned lead to develop and manage proposal development timelines to coordinate all input and ensure the development of quality proposals responsive to request for proposals guidelines and best practices
- This will include identifying team members, negotiating letters of support/teaming agreements, overseeing proposal input responsibilities and timelines to ensure high quality, timely proposal development
- Follow all active proposal processes to ensure internal review and approvals and timelines are being followed. Trouble-shoot problems and raise potential problems to the attention of management.
- Write and edit key sections of concept notes and proposals and/or provide feedback on drafts, as assigned, ensuring responsiveness to funder priorities and consistency with TADE's capacity for local and global evidence and best practices. Where necessary, conduct the final quality check and copy editing of proposals.
- Undertake a final check to verify all requirements of the proposal application are met before an on-time submission.

Internal and External Resource Development

- Develop a roster of potential experts or short-term consultants, including: Short Term Technical Assistant Experts (STTAs), Chiefs of Party (CoPs), Project Managers, and other key staff required for winning projects as prime.



- Vet all potential experts and consultants and maintain contact to ensure an updated and qualified list.
- Liaise with management to identify internal capacity building needs, and ensure they are taken into account as annual learning and development priorities are established.
- Contribute own expertise to identifying existing and developing new learning and development resources.

Qualifications

Seeking an exceptional English writer/editor with a solid understanding of and experience in mobilizing resources for an international development for-profit organization with the following desired experience and expertise:

- Minimum 6-8 years' experience supporting business development, communication or program design; and a master's degree in communication, international affairs or global business management or other relevant post-graduate degree, or equivalent combination of education and experience.
- Hands-on experience working with key government, non-government and private funders (e.g. DoS, USAID, UK DfID,) and in-depth knowledge of different funding mechanisms (e.g. grants, contracts, cooperative agreements etc.)
- Proven track record coordinating and contributing to successful business development and proposal writing efforts that have secured substantial funding from government, non-government and/or private funders
- In-depth knowledge of institutions and partners working in global health, monitoring, evaluation, research and learning, human and institutional capacity development, gender, youth and economic livelihoods, and education
- Ability to perform duties that require very close attention to detail and synthesize large amounts of information simultaneously.
- Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Ability and willingness to work under pressure with a positive attitude, as a part of a global team.
- Highly computer literate.
- Ability to undertake international travel (approximately 20%).

Application Details

Qualified candidates should submit a cover letter and resume to mail@tadegroup.com noting the job title in the subject line.

TADE Group provides equal employment to all participants and employees without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, veteran or marital status.