



## Senior Business Development Manager Job Description

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| <b>Job Title:</b>         | Senior Business Development Manager       |
| <b>Level and Grade:</b>   | Grade 80                                  |
| <b>Job Type:</b>          | Full Time                                 |
| <b>Reporting Manager:</b> | Director, Business Development            |
| <b>Department:</b>        | Program Strategy and Technical Excellence |
| <b>Office:</b>            | HQ                                        |
| <b>Date:</b>              | September 29, 2021                        |

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### About Corus:

Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Our more than 800 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the cycle of poverty and lead healthy lives.

At Corus we believe that good only grows stronger and we reflect that belief in our workplace culture. We value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our subsidiaries often function as partners, our employees have the opportunity to work across our enterprise family.

Corus is committed to diversity, equity and inclusion in our worldwide workplace, and we believe that social justice and respect for the human dignity of every person are fundamental to all we do as an organization.

Further details about the organization can be found at: <https://corusinternational.org>

### Job Brief:

#### Position Summary:

As a key member of the Business Development Team, the Senior Business Development Manager serves a leadership role as a proposal lead, capture lead, coordinator, or technical writer for critical, large (>\$20m) bids. This includes leading capture/pre-bid preparation, proposal development, and transition to the Program staff for implementation.

The Senior Business Development Manager must be familiar with the process of responding to solicitations by U.S. government entities such as the U.S. Agency for International Development (USAID), and the Center for Disease Control. Additionally, the Senior Business Development Manager must be familiar with the process for U.K. government entities, such as the Department for International Development (DFID), and the European Union (EU). S/he will become familiar with the global portfolio, and support development of country-level business development

strategies as they relate to critical organizational bids. S/he will also possess exceptional management, communication, organization, and time-management skills.

This position will represent the organization externally to cultivate strategic partnerships with peer organizations, institutional donors, foundations, private sector representatives, and international government officials both in the US and in country.

### **Key Result Areas:**

The success of this role is measured by the following KRAs:

- Global Pipeline at any one time:
  - Tracking at least 4 opportunities worth >\$20m
  - Capture Management of at least 1 opportunity worth >\$20m
- Successful submission of 3 global/regional/country bids each fiscal year >\$20m

### **Roles and Responsibilities:**

#### **Strategy and Positioning (40%)**

- Serve as the global point of contact for positioning and development of new, large value, funding opportunities.
- Regular collaboration on the Business Development strategy, in partnership with the Director of Business Development.
- Work in partnership with the Institutional Donor Marketing team to develop new marketing materials highlighting Corus' technical approaches, including materials for use in positioning, capture and proposal development.
- Conduct benchmarking research of peer organizations for purposes of competitive intelligence, in the U.S. and internationally. Track changes and trends over time. Market Corus and its value proposition to potential new partner organizations, volunteer networks, and at conferences/events.
- Expertly speak on behalf of Corus' global portfolio to institutional donors, foundation and private sector representatives and international government officials.
- Develop and lead scoping trips abroad to identify new funding opportunities and potential strategic partnerships for Corus, including identifying and scheduling strategic meetings with donors, peers, and coordination groups. Report recommendations to senior leadership and develop updated positioning strategies and landscape analyses based on findings.
- Lead scoping trips in identified expansion countries. Provide strategic recommendations for Corus' leadership to expand presence.
- Proactively lead, in collaboration with regional teams and the technical teams, the building and development of the global business development pipeline.

#### **Capture and Proposal Management (45%)**

- Serve as Capture/Proposal Manager for complex funding opportunities where requested, including analyzing competition, scoping potential consortium roles and members and negotiating Corus roles, articulating Corus' value-add and role, developing capacity statements and coordinating other research to maximize Corus' position in anticipation of a solicitation.
- Serves as a thought partner and supports the Technical Design Lead to ensure proposed approaches align with donor mandates.
- May serve as the Technical Design Facilitator for large, complex opportunities
- Serves as the primary point of contact for international partners, leading negotiations with peer organizations to competitively position Corus within consortiums for high value opportunities.
- For proposals when not playing a specific role, provide technical leadership for the preparation of proposals in response to solicitations; including assisting in the go/no go decisions, recruiting personnel, drafting technical approaches and providing critical feedback. This could also include providing proposal reviews for opportunities where familiarity with technical material, donor guidelines, or Corus strategy and procedures would be an asset (Red Team, Pink Team, and compliance reviews).
- Manage and document the proposal debrief process and respond to key learnings.
- In partnership with Grants and Contracts, ensure successful negotiation of restricted awards and contracts with institutional donors.

#### **Team Management and Capacity Building (15%)**

- Plan, coordinate and facilitate training sessions for Corus staff at headquarters and oversees to build business acquisition capacities. Additionally, draft terms of reference for external trainers to lead trainings identified as appropriate and strategic for Corus staff.
- Model use of organizational best practices for Client Relationship Management (CRM) in Salesforce.
- Provide step-down trainings for any training attended that were not widely available to all appropriate staff.
- Make recommendations to the BD Director policy changes to improve efficiency and effectiveness of business acquisition and proposal development processes at Corus.
- Contribute to BD annual and multiyear strategies including leading on specific components of strategy as assigned
- Collaborate with the BD Director and regional teams to strategically identify institutional funding opportunities to meet multi-year growth targets.
- Lead organizational knowledge of key political, economic and social, as well as donor trends linked to priority program sectors.
- Support the development of content for the Director, BD's engagement with the leadership team, the Board of Directors and President's Council around strategic thinking, positioning, and new business development
- Manage/coordinate the work of temporary employees and consultants as necessary.

#### **Supervisory:**

This role reports to Director, Business Development

This role has 0 direct reports

#### **Education:**

Master's degree in a relevant field (or equivalent job experience), such as Economic Development, International Development or Public Health.

#### **Qualifications:**

- 8-10 years of experience in business development with increasing of level of responsibility.
- Master's degree in a relevant field (or equivalent job experience), such as Economic Development, International Development or Public Health.
- Demonstrated experience in program development; proven and sustained success in raising restricted funding from institutional donors.
- Demonstrated experience and success in all aspects of business development processes.
- Demonstrated leadership, organizational and relationship management skills with excellent writing and computer skills.
- Ability to work with flexibility, efficiency, enthusiasm, diplomacy, and cultural sensitivity – both individually and as part of a team – and to adjust to shifting priorities.

#### **Other Duties:**

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor. Global positions that are bound by contracts will not be changed without notice and approval.

#### **Working Conditions, Travel and Environment**

Willingness to travel internationally, at least 30% of the time to countries where Corus works.

#### **Diversity, Equity, Inclusion and Zero Tolerance to Abuse**

As a member of the Corus Family, each employee is expected to:

- Help to develop and maintain an environment that welcome and develop a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values

*Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.*