



Senior Recruiter, Business Development Job Description

Job Title:	Senior Recruiter, Business Development
Level and Grade:	Senior Manager Grade 80
Job Type:	Full Time
Reporting Manager:	Director, Business Development
Department:	Program Strategy and Technical Excellence
Office:	HQ
Date:	March 3, 2022

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:

As part of the Business Development Team, the Senior Recruiter, Business Development provides leadership and expertise in all aspects of the proposal recruitment process for short- and long-term staff (expatriate and host country nationals), serving on capture and live proposal

teams to identify, engage, and present compelling candidates for inclusion in Corus responses to donor-funded solicitations.

Position Summary:

The Senior Recruiter, Business Development serves as the primary point person for managing candidate viability and collecting required documents and may support the development of staffing plans and organizational charts. S/he coordinates regularly with proposal leads and coordinators, providing up-to-date recruitment status reports, while also keeping the Vice President and Senior Business Development Director informed on the high-level recruitment status for anticipated and live proposals.

In addition to recruitment responsibilities, the Senior Business Development Recruiter serves as a core member of the BD Team, assisting in all aspects of the business development life cycle, from positioning to award and transition to Program staff. S/he may assume proposal coordination or other BD functions, per skills set/aptitude and departmental need. This position will also work with the entire BD Team in development and refinement of BD processes, tools, and templates.

Key Result Areas:

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

- Successful full-cycle recruitment for Corus bids.
- A developed technical bench of qualified key personnel for with ample USAID, USDA, and DFID experience.
- Efficient coordination with Corus Headquarters' HR Department to coordinate recruitment policies and procedures as well to maintain up-to-date information on compensation and benefit packages for expatriate and host country professionals and staff.

Roles and Responsibilities:**Recruitment**

- Lead efficient, fast-paced, full cycle recruiting operations to support the organization's proposal needs
- Develop effective recruitment strategies to attract diverse candidates for key personnel/core positions
- Support the development of organizational staffing plans
- Support the development of job descriptions in accordance with the identified staffing plan and RFA/RFP (Request for Application and Request for Proposal) requirements and in compliance with the organizations policies.
- Lead proposal recruitment process for expatriate, program management, short-term consultants, and host-country national staff positions at HQ and local country offices.
- When necessary, support sections of proposals, including potential key personnel, staffing and management plans. Prepares CVs (formats) for annexes.
- Post positions in relevant outlets; source CVs, screen and interview position applicants by reviewing resumes to match applicants' work history, skills, education, and training with staffing plan requirements.
- Manage efficient systems to screen, interview and evaluate candidates against the agreed upon qualifications with the proposal team.

- Conduct necessary reference, Bridger/OFAC, background checks and biodata verifications.
- Present salary proposals to candidates and finalize information in letter of commitment.
- Maintain communication with proposed candidates notifying them of any losses and successfully managing transition to Programs Department/HR for awarded projects.
- Develop and maintain roster of international experts for inclusion in proposals.
- In conjunction with HR team, build capacity of Corus' country offices' Human Resources staff to recruit and source local talent for current and upcoming bids.
- Coordinate with Headquarters' HR department to help maintain Corus' recruitment policies and procedures to ensure they are up to date on compensation and benefit packages for expatriate and host country professionals and staff in accordance to local country laws and donor requirements.
- Work closely with country and regional staff in support of local recruitment efforts for the proposal, collaborate and build relationships to foster coordination for recruiting strategies
- Provide communications and engagement with the HR team to support the dotted line reporting structure to the Global Human Resources department.
- Travel to field offices and countries as required to conduct on the ground recruitment

General BD

- Contribute to efforts for Corus to maximize competitiveness through prebid preparation and presentation of compelling proposals.
- Collaborate with others in the BD Team, Programs Department, field leadership, and other technical experts in development of assigned proposals
- Develop proposal recruitment calendars and manage in country points of contact to deliver on-time results.
- When necessary, contribute to, manage, and/or write sections of proposals, including, but not limited to, personnel, management and staffing.
- Develop and maintain BD processes and templates for proposal recruitment
- Participate in conferences, career fairs, exhibitions and other venues as applicable to increase and maintain Corus' visibility.

Other duties as assigned. 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.

Supervisory:

This role reports Director, Business Development

This role has 0 direct reports

Education:

- BA/BS degree in Business, International Development, Human Resources Management, or closely related field. MA/MS preferred.

Qualifications:

- At least 7 years of demonstrated recruiting experience and experience presenting and negotiating employment agreements.
- Familiarity with compensation and personnel guidelines of USG donors (USAID, CDC) and/or other international donors (DFID, World Bank, Global Fund) strongly preferred.
- Demonstrated experience managing recruitment of U.S. expats and third country nationals (TCNs) for donor-funded international development/humanitarian assistance programs and projects
- Demonstrated ability to exercise judgment and discretion in establishing and maintaining good working relationships with all levels of employees.
- Previous international or international development experience required.
- Strong written and verbal communication skills with no hesitation of cold calling, networking, and public speaking
- Strategic thinker who can support and refine an end-to-end recruiting, interviewing, and hiring process
- Proficient in MS Office and online resources.
- Commitment to Corus' Mission.

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

- Ability to travel domestically and internationally up to 20% annually.

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.