



## Associate Director, Business Development Job Description

**Job Title:** Associate Director, Business Development  
**Level and Grade:** Grade 80  
**Job Type:** Full Time  
**Reporting Manager:** Vice President, Program Strategy and Technical Excellence  
**Department:** Business Development  
**Office:** HQ  
**Date:** March 21, 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:

#### Position Summary:

The Associate Director of Business Development (BD) is a leadership position with responsibilities, reporting directly to the Director, Business Development. The Associate Director, Business Development will lead the new business development process to support business development staff from institutional donors.

This position leads the organization's business acquisition process and strategy beginning with donor engagement through award negotiation. The Associate Director, Business Development efficiently manages the day-to-day operations and associated business affairs of the Business Development team. They provide proactive leadership in strategic partnerships and new business development that lead to grant revenue generation from institutional donors. To that end, the Associate Director, Business Development supervises a core team of Business Development Managers.

### **Key Result Areas:**

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

- *Resource Acquisition* demonstrating the consistent addition of new grant awards and new donor relationships in support of Corus International global BD and donor diversification goals.
- *Management* of the Business Development team to ensure high quality positioning and proposal development to meet Corus revenue targets and organizational mission.
- *Implementation of Organizational Systems* to streamline business development efficiencies of the global business development pipeline to generate organizational targets and progress towards targets.

### **Roles and Responsibilities:**

#### **Resource Acquisition (45%)**

- Serve as the global point of contact for positioning and development of new, large value, funding opportunities.
- Oversee all aspects of new business development, identifying possible funding sources and new complementary partnerships for new programs (envisioned in concert with Programs staff) that are compatible with the organization's mission, values, and strategic objectives.
- Oversee pipeline management for opportunities; competitive analysis and quality control processes to ensure best use of organizational resources. BD Directors will work in close collaboration with each other to ensure resources are allocated strategically throughout the two units to support pipeline needs.
- Consult collaboratively with internal partners [e.g., Programs staff, Finance Department, Communications and Marketing, and External Relations] in the external institutional relations and acquisition processes.
- Work with Institutional Donor Marketing Unit to create and implement on-going marketing strategies to raise awareness of the organization among potential institutional funding sources.
- Oversee the design and development of proposals for Business Development funding.
- 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.

#### **Leadership & Management (35%)**

- Direct and manage the direction of BD staff and daily operations. Collaborate with other parts of the organization, including Programs, Finance, HR, and External Relations.

- Develop and maintain sound operational and business procedures within the Business Development Unit. Periodically review the Unit's operational practices, evaluate and recommend needed changes to the Director of Business Development
- Hire, train, supervise and inspire staff. Place a premium on supportive, mentoring leadership techniques to guide staff members.
- Regularly observe and give evaluative thought to the job performance of staff members. On a periodic basis, meet individually and informally with staff to provide feedback, making constructive suggestions for (a) performance improvement and (b) areas for potential growth and career development. Conduct formal performance reviews in accordance with organizational policy.
- Provide staff with complete and timely information on subjects that concern their general duties and responsibilities. As appropriate, make sure that staff members are made aware promptly and formally of (a) new or uniquely occurring situations or activities within the organization, and (b) leadership decisions that might affect their work.

### **Organizational Representation and Positioning (20%)**

- Represent the organization at external events and conferences. Position the organization to be competitive in revenue acquisition by intelligence gathering and dissemination, providing strategic direction, and overseeing compliance and accountability.
- Support visibility and positioning efforts related to business development to institutional donors.
- Oversee teaming agreement and award negotiations for funding partnerships.

### **Supervisory:**

This role reports to Director, Business Development

This role has 4 direct reports

### **Education:**

Bachelor's degree in Economic Development, International Development, Community Development, Public Health or a related field required. Master's preferred.

### **Qualifications:**

- 7+ years of specialized experience in business development, with an emphasis International Development.
- Extensive experience in hiring and supervision of staff, and management of outside vendors, consultants and contractors, interns and volunteers. Ability to be responsive, clear and firm with staff, colleagues and partners, and to instruct and motivate staff and evaluate performance of staff and consultants.
- Successful track record of managing relationships with institutional donors (e.g., US government, multilaterals and other bilateral agencies, foundations, corporations).
- Proven, sustained success in raising restricted funds from institutional donors.
- Demonstrated dynamic leadership and managerial skills. Ability to work effectively with minimal supervision, to innovate, and to lead multiple projects to completion.
- Capacity to relate collaboratively with multiple constituencies and to create a positive, collegial working environment. Demonstrated ability to develop and maintain productive relationships with colleagues, staff, donors and external partners, communicating with authenticity, authority and enthusiasm. Ability to use facilitation skills and participatory approaches to problem-solving. Affinity for work in team settings.
- Strong organizational and communications skills, including ease in making professional presentations. Demonstrated ability to handle a heavy workload and to delegate responsibility. Solid computer skills.
- High standards of personal ethics and professional integrity. Demonstrably deep commitment to the organization's core values and the ability to model those values consistently.

- Demonstrated good judgment. Ability to exercise discretion, engage in sound critical thinking and problem-solving, make decisions, conduct complex data-based conceptual analysis, and make fair decisions.
- Experience working with a wide range of people from diverse language, racial, cultural, ethnic, economic, and other backgrounds. Ability to work and communicate sensitively with diverse populations. Commitment to affirmative action in hiring decisions and vendor/contracting relations.
- Fluency in French, Arabic and/or Spanish preferred.

#### **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 domestically and/or internationally at least 20% of the time.

#### **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

<p><i>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.</i></p>
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