



## Program Associate, Business Development

### Job Description

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<b>Job Title:</b>	Program Associate, Business Development
<b>Level and Grade:</b>	60
<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>	May 9, 2022

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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:

The Program Associate of Business Development supports the efficient functioning of the unit, which includes the Business Development unit, the Cost and Pricing unit, and the Foundations and Strategic Partnerships unit. The Program Associate, BD, supports the team in the business acquisition process beginning with donor engagement through award negotiation.

##### Key Result Areas:

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

- Daily tracking of funding opportunities

- A regularly update pipeline, reflecting tracking priorities
- Maintain systems for consultant procurement

## **Roles and Responsibilities:**

### ***Team Management***

- Provide administrative and logistical support to the team as needed. Potential tasks can include meeting scheduling and coordination, coordination of document preparation (proposal packets, signature coordination), team document coordination.
- Coordinate the work of consultants, including contract initiation, management, and invoice approvals.

### ***Knowledge Management and Analysis***

- Maintain electronic filing system and pipeline, contribute to contact relationship management data.
- Support data processing needs including year-end, board, and other requested analyses
- Contribute to BD unit inputs to organizational tracking documents and unit budget tracking as requested by the BD Director.
- Support leadership team Go/No Go process through agenda coordination, opportunity tracking and capturing/distributing notes including meeting logistics.
- Track prioritized donor websites for new opportunities and forecasts; disseminate information to regions; track information from regional teams and keep abreast of regional and BD priorities

### ***Positioning, Capture and Proposal Development***

- Draft materials to position Corus with new partners and donors.
- Conduct market research on donors, competitors, and partners for specific funding opportunities.
- Support Corus staff in representation of Corus to potential donors at forums and events, including support for logistics planning for events and preparation of briefing packets.
- Identify new sources of funding via list serves, internet searches, and networking, as appropriate.
- Support efforts for Corus to maximize competitiveness through pre-bid research and proposal tracking and development, including maintenance of the BD proposal tracker.
- Draft materials for Corus proposals, including supporting teaming arrangements and drafting proposal annexes.
- Conduct research to support the technical content of concept papers and proposals.
- Ensure that proposals adhere to Corus quality standards and are compliant with donor requirements as needed.
- Provide recruitment support for live or upcoming proposals.

### ***Capacity Building***

- Plan, coordinate and facilitate training sessions for staff to build business development capacities.
- Act as a resource on the Business Development Handbook.

## **Supervisory:**

This role reports to Director, Business Development

This role has 0 direct reports

## **Education:**

Bachelor's degree in international development, agriculture, economics, or another related field.

## **Qualifications:**

- At least two years of related experience to include some experience supporting grants for successful proposals to USAID, US Department of State and/or major foundations.
- Mastery of MS Windows and MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information management systems.
- Excellent communicator—verbal and written
- Strong facilitation skills
- Able to collaborate with a diverse work force
- Proactive and flexible work style, capable of identifying and responding to shifting priorities
- Preferred fluency in French, Spanish or Arabic

### 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

### 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

<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>
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