



Job Title: Manager, Business Development
Level and Grade: Manager | Grade 70
Job Type: Full Time
Reporting Manager: Associate Director, Business Development
Department: Program Strategy and Technical Excellence
Office: Washington, DC or Baltimore, MD
Date: September 13, 2022

About Corus:

Corus International leads an ensemble of social impact organizations working together in the world's most fragile settings to deliver the holistic, lasting solutions needed to overcome the interconnected challenges of poverty, health care access and climate change. Corus is a new model in the international space, creating a consortium of specialized non-profit and for-profit entities for greater impact. Additional growth is expected.

Corus combines over 150 years of experience of our non-profit and for-profit subsidiary organizations – Lutheran World Relief (LWR), IMA World Health, CGA Technologies, Ground Up Investing, and LWR Farmers Market. Together, the organizations take a systematic approach to grow rural economies, eliminate extreme poverty, ensure access to quality healthcare, and respond to urgent humanitarian needs in fragile settings.

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 Business Development (BD) Manager serves a leadership role as a cross-sectoral proposal lead, capture lead, coordinator, or, occasionally, technical writer. This includes leading capture/pre-bid preparation, proposal development, and transition to the Program staff for implementation.

The BD 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), the United States Department of Agriculture (USDA), and the Department of State. Additionally, the BD Manager must be familiar with the process for U.K. government entities, such as the Foreign, Commonwealth and Development Office (FCDO), and the European Union (EU). S/he will become familiar with country-specific portfolios, and support the development of country-level business development strategies. S/he will also possess exceptional management, communication, organization, and time-management skills.

Key Result Areas:

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

- Country Pipeline at any one time:
 - Tracking at least 4 opportunities worth >\$5m
 - Capture Management of at least 1 opportunity worth >\$5m
- Successful submission of 3 global/regional/country bids each fiscal year >\$5m

Roles and Responsibilities:

Tracking (5%)

- Build an updated pipeline of relevant institutional donor opportunities by tracking and analyzing daily announcements circulated throughout the organization.
- Liaise with relevant technical, program, and business development teams to efficiently evaluate opportunities and reach a decision to track opportunities that match with the organization's strategic directives.
- Track targeted opportunities by following donor trends, managing relationships with potential partners, conducting research, and collaborating with the organization's wider teams to keep an updated pipeline.

Positioning and Capture (25%)

- Support the development of country-specific strategies, including through monitoring near- and far- term identified business opportunities for target regions; reporting on at least a quarterly basis the feasibility of moving forward.
- Support or serve as Capture Manager to position the organization for key opportunities for institutional donors (USAID, USDA, FCDO, etc.).
 - Coordinate the development of capture strategies for specific opportunities, including analyzing competition, scoping potential consortium roles and members, negotiating the organization's scope when subbing, articulating the organization's value-add, developing capacity statements, and coordinating additional research to maximize the organization's position in anticipation of a solicitation.
- Identify, build rapport with, assess, and manage the organization's relationship with partners in the international development space.
- Develop scopes of work for, negotiate, and finalize pre-teaming and teaming agreements with potential partners to build strong consortiums and partnerships for the opportunities in capture stage.
- Support program and country staff on community needs and/or market assessments as needed.
- Support country teams to identify and target appropriate program participants, as needed.
- Expertly speak on behalf of the organization's global portfolio to institutional donors, foundation and private sector representatives and international government officials.
- Conduct scoping trips abroad to identify new funding opportunities and potential strategic partnerships, including participating in strategic meetings with donors, peers, and coordination groups.
- Build organizational understanding of new donors and contribute information for prioritization of emerging donors through research and external interviews
- Contribute to the development of business development tools for capture planning

Proposal Development (50%)

- Serve as Proposal Manager for high value (>\$5 million) institutional funding opportunities.
 - Manage the proposal process and team to ensure that a complete, high-quality proposal is submitted on time.
 - Lead the coordination of all proposal development activities across the organization to ensure timely progress toward developing winning proposals.
 - Serve as organizational expert on the solicitation and monitor for any amendments to the solicitation.
 - Ensure the technical application meets organization and donor expectations for quality, responsiveness, completeness, and competitiveness.
 - Manage all proposal reviews (pink, red, compliance, budget, and copy edit).
 - Participate in interviews for key personnel candidates
 - Participate or lead proposal design meetings.
- Serve as Lead Writer for concept papers and proposals as assigned.
- Lead the analysis and facilitation of key strategic proposal decisions: teaming arrangements, strategic approaches, partner selection, etc.

- Lead partnership negotiation on behalf of the organization with consortium partners, including peer INGOs, research institutes, and private sector companies.
 - Manage relationship and communication with the donor and consortium members
- Facilitate transition of awarded projects to implementation team as needed/requested.
- Facilitate liaison with prime organizations and partner negotiations for teaming arrangements and any requested deliverables.
- Oversee communication/coordination of relevant staff (Finance and Administration, International Program, HR, and NBD staff) and quality control in the development of proposal budgets, cost applications; Support review and editing of cost documents.
- Maintain robust documentation and recording of meetings, negotiations, key decisions, etc. in order to retain and enhance the organization's institutional knowledge and assets.

Organizational Knowledge Management and Learning (10%)

- Model use of organizational best practices for Client Relationship Management (CRM) in Salesforce.
- Help plan, coordinate, and facilitate training sessions for staff at headquarters and support strengthening of business acquisition capacities in English and Spanish/French/Arabic in LWR-IMA countries.
- Participate in organizational working groups as assigned.
- Contribute to and review technical materials including capacity statements, manage library of capacity statements and lead diffusion of best practices related to development of capacity statements.
- Provide step-down training for any trainings attended that were not widely available to all appropriate staff.
- Orient new staff to BD procedures and prepare them for effective contribution in their anticipated proposal team roles.
- Provide onboarding training to new employees both within the Business Development unit and in other units.
- Collaborate to develop guidance and tools to support the regional and country offices to propose high quality program activities.
- Build capacity of country and regional staff on technical programmatic and program design through trainings and targeted coaching and technical support

Strategy, Planning, and Team Management (10%)

- Provide thoughtful input into broader organizational and business planning efforts
- Support periodic reviews of the organization's BD strategy, policies, procedures, manuals and guidelines
- Contribute to BD annual and multiyear strategies including leading on specific components of strategy as assigned
- Provide BD perspective to regional teams in development and implementation of BD strategies
- Collaborate with the BD Director and regional teams to strategically identify institutional funding opportunities to meet multi-year growth targets.
- Track 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.
- Monitor the effectiveness of BD processes and gather feedback, suggesting improvements as needed.

Supervisory:

This role reports to the Associate Director of Business Development.
This role has 0 direct reports.

Education:

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

Qualifications:

- At least five years of experience in business development.
- Master's degree in a relevant field (or equivalent job experience), such as Agriculture, Economic Development, International Development or Public Health, or a similar area
- 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.
- Ability to effectively manage multiple work streams and priorities simultaneously.

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.