

## JOB PROFILE FOR DIRECTOR BUSINESS DEVELOPMENT

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| <b>Job Title: DIRECTOR, BUSINESS DEVELOPMENT</b>  |   |
| <b>Reports to: DEPUTY EXECUTIVE DIRECTOR</b>  |   |
| <b>Department</b>   | <b>SENIOR MANAGEMENT</b>  |
| <b>Direct Reportees</b>   | <b>MANAGER GRANTS, MANAGER KNOWLEDGE MANAGEMENT, MANAGER COMMUNICATIONS AND ICT</b> |
| <b>Indirect Reportees</b>   | <b>ALL STAFF</b>  |
| <p><b>Job Purpose</b></p> <p>The Director of Business Development will be responsible for leading, coordinating and supporting the growth and sustainability agenda of CEHURD, therefore contributing towards the realization of the organisation's mission and goals. The role requires a visionary and strategic leader with a proven track record of building successful partnerships and mobilizing resources from diverse sources within the context of the nonprofit sector. They will also have proven track record of developing and implementing successful business development strategies in the NGO sector. This position entails the identification and maintenance of mutual relationships with existing funders and strategic partnerships; diversifying and growing the organisation's funding portfolio; championing innovative approaches for resource mobilisation including social business and the development and implementation of costed technical assistant packages. As custodian of the CEHURD brand, the job holder will ensure the strategic positioning of the organisation, locally, regionally and globally, as a trusted and outstanding partner in advancing the health rights of vulnerable communities through litigation, advocacy and research. This job covers a scope of nine Key Result Areas including; Fundraising and Resource Mobilization; Grants development and Management; Innovative Social Business; development and implementation of costed technical assistant packages; Strategic Communications, ICT and Stakeholder Engagement; Research, Monitoring, Learning and Evaluation; Institutional Growth and Development; Accountability and Quality Assurance, and Resources Management. The job holder has a leadership and management role.</p> <p><b>Key Result Areas and Specific Responsibilities</b></p> <p>The Director of Business Development shall be accountable for the following Key Result Areas and specific responsibilities:</p> <p><b>1. Fundraising and Resource Mobilization</b></p> <ol style="list-style-type: none"> <li>i) Oversee the development and implementation of CEHURD's resource mobilization strategy and financial sustainability plan.</li> <li>ii) Provide oversight for the identification and tracking of emerging funding opportunities and the timely development and submission of quality high-impact proposals, concepts and pitches which are aligned to the mission and goals of CEHURD as well as the priorities and interests of potential donors and partners, through the effective utilization of ICT tools and other innovative options.</li> <li>iii) Initiating and overseeing the successful execution of innovative fundraising drives.</li> <li>iv) Coordinate with the Senior Management Team to ensure effective management of donor and strategic partner relationships that are deeply rooted in values such as mutual respect, trust, support and learning and ensure that CEHURD meets its respective accountability and compliance commitments.</li> <li>v) Collaborate with programmatic teams to align funding opportunities with organizational priorities and ensure programmatic impact is effectively communicated to stakeholders.</li> <li>vi) Work closely with the Office of the Executive Director to set organizational priorities and goals related to financial sustainability and partnerships development.</li> </ol> |   |

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- vii) Remain informed about emerging trends and best practices in fundraising and partnerships development to support decision making.
- viii) Represent CEHURD, alongside technical experts, in consortium meetings, donor engagements, member and regional meetings on matters pertaining to resource mobilisation.
- ix) Ensure that all quality and cross-cutting aspects are articulated in proposals including MEAL, gender, advocacy, and research.
- x) Build and maintain strategic partnerships with civil society, government, private sector, development partners and other key stakeholders to support programmatic initiatives and organizational sustainability.
- xi) Periodically conduct analysis of trends in the NGO sector to identify emerging opportunities for funding and partnerships.

### **2. Grants development and Management**

- i) Provide oversight and technical support for implementation of CEHURD'S grant management manual and processes.
- ii) Provide leadership and support in streamlining CEHURD's grant management function, including sub-granting to CEHURD's implementing partners and exploring an automated system.
- iii) Provide leadership in growing CEHURD's grants management function in alignment with emerging needs.
- iv) Ensure that there is an updated database of CEHURD's donors, grants and sub-grants that inform strategic decisions.
- v) Oversee and support the management of the full grant lifecycle, including prospect research, proposal writing, budget development, submission and reporting.
- vi) Ensure compliance with donor grant agreements and requirements across all CEHURD operations.

### **3. Innovative approaches for Social Business**

- i) Provide leadership and coordination for the development and implementation of a comprehensive business development strategy to expand income sources.
- ii) Be the technical lead in the development, implementation and periodic review of CEHURD's strategic plan
- iii) Provide leadership in instilling an innovation and creativity culture in CEHURD.
- iv) Provide leadership in efforts towards the implementation of cost recovery approaches; generating unrestricted funds and the growth of CEHURD's reserve fund guided by the relevant policies aimed at ensuring that CEHURD remains a financially ethical, stable and sustainable organization.
- v) Take the lead in generating and mainstreaming innovative business models that drive operational efficiency (cost saving) across CEHURD.
- vi) Initiate and oversee the implementation of innovative collaborations with other institutions to enhance CEHURD's programmatic, financial and operational sustainability.
- vii) Develop and oversee implementation of strategies that seek to maximize the utilization of digital tools, CEHURD's knowledge products and staff expertise as contributors to resource mobilization and institutional sustainability.
- viii) Provide leadership and oversight for the development and implementation of costed technical assistant packages in CEHURD's areas of expertise and competence.

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- ix) Take lead in developing and overseeing the implementation of consultancy services of CEHURD, including the utilization of relevant policies and guidelines.

### **4. Communications, ICT and Stakeholder Engagement**

- i) Take the lead in the development and implementation of CEHURD's Communications, ICT and Stakeholder engagement policies and strategies.
- ii) Ensure the use of CEHURD's wealth of information and knowledge products for strategic communications that enhances institutional visibility and positioning.
- iii) Ensure the development of appropriately branded capacity statements, one-pagers, position papers, snapshots, and PowerPoint presentations for the purpose of donor engagement.
- iv) Provide leadership and inspiration for timely adaptability to digital solutions and other ICT based approaches.
- v) Ensure consistency and marketing of the CEHURD brand.

### **5. Research, Monitoring, Evaluation and Learning**

- i) Take the lead in the periodic development and execution of a research agenda that deliberately positions CEHURD for existing and strategic opportunities as well as enabling CEHURD to continue thriving as a learning institution.
- ii) Ensure inclusion of CEHURD's learning and documentation activities in the organization's annual workplan.
- iii) Promote the function of knowledge management across CEHURD.
- iv) Provide oversight and technical support for the strengthening of CEHURD's MEAL function, including the provision of strategic direction for this function.
- v) Provide oversight and technical support for the development and implementation of both institutional and project MEAL frameworks.
- vi) Collaborate with the Directorate of Programmes in the review and approval of institutional and project reports.
- vii) Guide the continuous improvement and operationalization of CEHURD's Performance Management Information System.

### **6. Institutional Growth and Development**

- i) Oversee the development, regular review and implementation of CEHURD's financial sustainability plan.
- ii) Oversee CEHURD's social business initiatives.
- iii) Take a leading role in the implementation of CEHURD's reserve policy, including the growth of the reserve fund.
- iv) Support periodic reviews and implementation of CEHURD's Risk Management Policy and related frameworks.
- v) Take lead in the development and implementation of strategies to expand CEHURD's coverage as part of the institution's approach to growth and sustainability.

### **7. Accountability and Quality Assurance**

- i) Ensure compliance to strong financial and administrative procedures in the Directorate.

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- ii) Ensure compliance and transparent use of resources in line with donor and CEHURD regulations in the Directorate.
- iii) Ensure compliance with all statutory requirements in the Directorate.
- iv) Monitor adherence to CEHURD' policies and procedures.
- v) Provide support towards financial planning, forecasting, procurement processes and policy implementation, financial evaluations and accountability for all resources in the Directorate.
- vi) Support the operationalization and periodic review of prudent quality controls and quality assurance systems across CEHURD.
- vii) Responsible for proper coordination and high-quality standards of outsourced services across CEHURD.

### **8. Human Resources Management**

- i) Provide leadership and mentorship to the team that is overseen by the business development directorate, nurturing a culture of team work, collaboration, innovation and accountability.
- ii) Ensure periodic staff team building processes for all teams in the Directorate
- iii) Ensure that staff members are adequately trained and developed for their roles
- iv) Take leadership for performance management of staff in the directorate.
- v) Provide support to the Human Resources Department in ensuring adherence to the effective operationalization of performance management protocols across CEHURD.
- vi) In collaboration with the Human Resources and Administration Directorate, provide leadership for human resource planning and forecast.
- vii) Identify staff capacity gaps in the Directorate and work closely with the Human Resources office to ensure these are effectively addressed.

### **Key Relationships**

CEHURD Senior Management Team

CEHURD Leadership and Management Team

All CEHURD staff

CEHURD's partners including donors and sub-grantees

CEHURD Suppliers and service providers.

Consultants and external auditors

### **Academic Qualifications**

A Master's degree in Business Administration, International Development, Public Health, Development Studies, or a related field.

### **Professional Qualifications**

At least a certificate in Project Planning and Management; Monitoring, Evaluation and Learning; Fundraising and Resource Mobilization; Programme Development; Grant Management; Knowledge Management or any related area.

### **Experience**

- At least 10 years' work experience, with a minimum of 5 years' working experience at a senior management level in a reputable organization.

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- Proven experience and successful track record in writing and leading proposals for a variety of donors, including private sector, foundations, corporations or government, especially in health-related contexts.
- Must have proven experience in applying for, managing and accounting for grants of at least USD 500,000.
- Proven experience in conceptualizing and execution of innovative resource mobilization initiatives, business development and strategic partnerships development.
- Demonstrated understanding of health, human rights, sexual and reproductive health and rights (SRHR) issues within the national, regional and global operating environment.
- Demonstrated experience in program design approaches and methodologies, such as results frameworks, theories of change, and logical frameworks.
- Experience in writing, reviewing, and analyzing technical proposals.
- Demonstrated experience in conceptualizing, designing and executing research projects
- Must have basic understanding of financial management; auditing and project management processes.
- Experience in health systems strengthening.
- Must have experience in operations, administration, monitoring and evaluation, grant management leadership and governance.
- Proven experience in sub-grant management.

### Technical and Managerial Skills/Competencies

- Exceptional communication and interpersonal skills with ability to effectively engage and inspire internal and external stakeholders.
- Strong organizational and project management skills that reflect the ability to seamlessly perform and prioritize multiple tasks with excellent attention to detail.
- Ability to manage teams of not less than 10 people at any one time organized in at least two layers of management and inspiration for excellence and learning culture.
- An analytical and strategic thought partner, with a demonstrated ability to identify and understand issues, problems, and opportunities from disparate sets of information and provide clear conclusions and guidance in form of timely and impactful reports.
- Creative and innovative thinker, who actively presents new opportunities, proposes solutions, and recommends best practices.
- Ability to work effectively independently and as a highly resourceful team-player under pressure and within deadlines.
- Ability to anticipate challenges and effectively resolve conflict by identifying opportunities.
- Ability to work creatively and with flexibility in a fast-paced environment while maintaining high work standards
- Strong appreciation for innovation and partnership as part of programmes/institutional development
- Skilled in creating and working on databases, trackers, and competent in MS software, including Outlook, Excel, Word, PowerPoint, Teams SharePoint, and grant management software
- Demonstrated skills in facilitating meetings, coalescing teams, and building consensus
- Financial acumen for budgeting and financial analysis.
- Ability to develop and lead the implementation of business development strategies
- Strong communication and interpersonal skills demonstrated by the ability to effectively negotiate, persuade, network and build partnerships through establishing and maintaining relationships with diverse stakeholders.
- Ability to work effectively in a multicultural environment

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### Personal / Values-Based Competences

#### *Accountability*

- Results-oriented and excellence-driven
- Passion for the mission and values of CEHURD with commitment towards social impact and global development.
- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling CEHURD values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved
- Embodies good self-management skills, including time management, and ability to meet deadlines and work under pressure.
- Ability to work with very limited supervision

#### *Ambition*

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for CEHURD, engages and inspires others
- Future-orientated, thinks strategically

#### *Collaboration*

- Builds and maintains effective relationships, with their team members and external partners
- Values diversity, sees it as a source of competitive strength
- Approachable and a good listener
- Blends tact and diplomacy
- Easily identifies the value in others and areas for mutual benefit

#### *Creativity*

- Is able to think laterally (multi-dimensions)
- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

#### *Respect*

- Respect for individual diversity
- Commitment to social justice
- Commitment to equality, inclusion and non-discrimination
- Open-minded, respects others' views and humbly learns from them

#### *Emotional and Social Intelligence*

- Flexibility to environment and people
- Ability to travel at short notice
- Ability to work under pressure and meet tight deadlines
- Passion for work and resilience in the face of disappointments and frustrations

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- Strong ability to empathize
- Good listener

### *Integrity*

- Honest, encourages openness and transparency
- Maintains confidentiality whenever required
- Is truthful
- Maintains objectivity in dealing with people and situations