

TITLE: Senior Business Development Manager	
TEAM/PROGRAMME: New Business Development (NBD)	LOCATION: Hanoi, Vietnam
GRADE:	CONTRACT LENGTH: 2 years
<p>CHILD SAFEGUARDING: Level 3: The post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work with country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process of staff.</p>	
<p>ROLE PURPOSE: The post holder will be expected to work across the Movement (Regional Offices, Members, donors, related agencies, and other Country Offices as necessary) in achieving the country funding strategy and be the primary link with Regional Offices for all NBD best practices and capacity building efforts.</p> <p>The Senior Business Development Manager provides leadership in Save the Children's efforts to achieve greater program results at scale, especially for the most deprived, through the successful pursuit of strategic funding opportunities, as well as through developing and maintaining strategic relationships with key donors. This position helps execute the vision, strategy, and operational plans to support Save the Children (SC) Vietnam in positioning the agency to successfully compete for specific opportunities, responding to those opportunities with a quality process and product, and building and maintaining an effective Business Development system of tools, processes, and capacities across the organization. The Senior Business Development Manager leads on the development of high-value, complex proposals or bids, building on global, regional, and national SCI Technical and Thematic expertise, evidence, and learning, ensuring the highest quality products are submitted to the member and the donor.</p> <p>The position will also provide guidance and capacity development to the Proposal and Reporting Specialist, Sector Leads, and other staff to ensure submission of winning proposals</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p>SCOPE OF ROLE: Reports to: Country Director Dotted Line: Resource Mobilisation team at the regional office Staff Reporting to this Post: Proposal and Report Specialist Budget Responsibilities: N/A Dimensions: Designs, establishes, and maintains the Vietnam Country Office Funding Strategy, ensures that intelligence is collected on relevant upcoming funding opportunities and that the country office is prepared for such opportunities by having strong relationships with donors and potential partner organisations, and ensures that high quality proposals are prepared and submitted in a timely manner. Supports the development of quality funding proposals.</p>	

Acts as the day-to-day focal point with the regional resource mobilization team, ensuring appropriate coordination between members and the country team. Works closely with the Country Director, PDQ Director, CO SMT, Finance, Awards, Technical Experts/Operations, and other necessary stakeholders to ensure that the country strategic plan is realistic and fundable, and learning from current and past programs. informs new proposal development and that proposals are supported by and based upon high quality technical advice

KEY AREAS OF ACCOUNTABILITY

Funding Strategy and NBD Change Management

- Leads the design and delivery of a high quality CO funding strategy which aligns program demand (Country Strategic Plans) with funding supply (donor landscape), with a focus on priority thematic areas. This strategy will include both public and private funding sources.
- Drives and accelerates sustainable portfolio growth for Save the Children working in alignment with the regional and global funding strategy. This position is expected to increase 10-15% of the CO portfolio during the strategic period of 2022-24.
- With guidance and support from the regional resource mobilisation team, supports country TE, Finance, AM, PDQ staff with capacity building around business development.
- Ensures best practice ways of working by attending regional BD Communities of Practice and embedding best practice into country ways of working.
- Establishes continuous learning efforts in order to implement best practices and learn from processes so future BD efforts are improved.

Relationship Management

- Supports the Country Director, PDQ Director, and Technical teams to build strong relationships and funding partnerships.
- Proactively engages on a strategic basis with donors (institutional, corporate, foundation and other donors) in order to facilitate technical programme exchanges, influence policy and thinking, and identify key areas of potential cooperation, including programme funding.
- Ensure teams follow a best practice approach and system to planning, and undertaking stakeholder engagement with identified prospects and ongoing key partnerships.

Strategic Portfolio Planning

- Supports strategic planning and operational processes and tools that achieve high quality award portfolios.
- Conducts donor landscape mapping, identifies and researches suitable donors for the CO
- Develops donor engagement plans, coordinates and tracks donor engagement
- Understands and effectively communicates the country's pipeline and priority funding gaps, as agreed with CD and country leadership. These may include thematic/program gaps, co-financing gaps, and operational sustainability gaps.
- Proactively works with the regional resource mobilisation teams to drive improvement in strategic portfolio planning across the movement.

Capture Planning and Opportunity Preparation

- Scans for funding opportunities and liaises with Members about specific funding opportunities
- Facilitates conversations with PDQ, TE, and Operations teams to gather intelligence, assess competitiveness, makes Go/No Go decisions, and ensures adequately resourcing for pursuing all strategic funding opportunities.
- Maintains and builds capacity in systems or processes for collecting donor, implementing partner, and competitor intelligence and information.

Forming Partnerships

- Proactively supports PDQ and TE teams where necessary to rigorously assess the strengths and weaknesses of potential strategic partnerships for programme development and implementation.
- Supports country leadership's strategic decision making to form programming consortia which strengthen both programming and resource mobilization outcomes.

Proposal Development

- In cooperation with PDQ leads on large or complex proposals for the CO
- In cooperation with the Award Manager, facilitates online/ offline Design Workshops for the proposal design
- In cooperation with Program Implementation Director, ensures partners are properly engaged during the proposal process
- Reviews the final proposal to ensure the highest quality submission
- Demonstrates solid commercial awareness through contributing to Value for Money calculations in proposal development, as required by donors
- Tracks proposal outcomes and identify lessons learned

Human Resource Management and Development

- Supports capacity development, coaching and mentoring of team and individual staff, develop and holds self-accountable for creating opportunities for staff development, and implementation of succession plans for key positions, including self.
- Provides guidance to the Proposal and Reporting Specialist in proposal management and manage their workplan
- Develops CO capacities in business development and roll out of NBD operating procedures
- Provides input to country risk management plans and ensures all respective actions are implemented with a particular attention to child-safeguarding, safety and security
- Effective use of the Performance Management System through effective use of the Develop to Perform system including the establishment of clear, measurable objectives, on-going feedback, periodic reviews and fair and unbiased evaluations;
- Supports and promote accountability and high performance; encourages a team culture of learning, creativity and innovation, freeing up people to deliver outstanding results for children

Humanitarian Response

- Drives effective and joined-up strategic resource mobilization for emergencies within the country.

BEHAVIOURS (Values in Practice)

Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children 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.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their vision for Save the Children, engages and motivates others
- Future-orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

Background in business development, donor and relationship management, strategic portfolio analysis and planning, and change management required.

EXPERIENCE AND SKILLS***Required***

- Development professional with a relevant Masters' Degree or equivalent professional experience
- 5+ years demonstrated experience identifying and securing funding from DAC government donors, multilateral agencies, corporate donors and/or foundations.
- Demonstrated experience in leading assessments of funding landscapes, and developing programme funding strategies to meet strategic goals.
- Demonstrated ability to solve complex issues through critical thinking, analysis, definition of a clear way forward and ensuring buy in.
- Highly developed networking skills and ability to form productive working relationships with external donor agencies.
- Highly developed interpersonal and communication skills including communicating with impact, influencing, negotiation, and coaching.
- Demonstrated people leadership skills, able to effectively manage both direct reports as well as lead staff in all countries around the region in a matrix management relationship.
- Demonstrated ability to work effectively as a member of a senior management team, contributing constructively beyond the role's specific resource mobilization remit.
- Experience in project and change management related to organisational development projects and international, cross-functional teams with a proven history of delivering results.
- A high degree of flexibility and adaptability in order to respond to changing needs. Ability and willingness to change work practices and hours in the event of major emergencies including travelling at short notice and for extended periods of time.
- Fluency in English.

Desirable

- INGO experience and an excellent grasp of operational issues.
- A detailed understanding on funding mechanisms for development work such as Save the Children's.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.	
Child Safeguarding: We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.	
Safeguarding our Staff: The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.	
Health and Safety The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.	
JD written by: Le Thi Thanh Huong	Date: 15 December 2021
JD agreed by:	Date:
Updated By:	Date:
Evaluated:	Date: