

TITLE: New Business Development Specialist	
TEAM/PROGRAMME: New Business Development (NBD)	LOCATION: Hanoi/HCM
GRADE: 3	CONTRACT LENGTH: 1 year with possible extension
<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 country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE: The post holder will be responsible for coordinating business development works at Save the Children in Vietnam (SCiV), focusing on proposal development, capture planning and opportunity preparation and relationship development with donors, SC Members and strategic partners. The post holder will coordinate actions for those works across relevant teams at SCiV, SC Members and SC Asia Regional Office and be held accountable for their timely and quality delivery. He/She will also contribute to NBD Team efforts in developing fundraising strategy, capacity building for other teams, promoting innovations. In the event of a major humanitarian emergency, the post holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p>SCOPE OF ROLE: Report to: Senior Business Development Manager (SBDM) Budget responsibility: N/A Role Dimensions: This role will work across relevant teams at Save the Children on proposal development, capture planning and opportunity preparation, donor relationship development, and other works relevant to fundraising. He/She is expected to actively provide leadership to obtain the cooperation of others within those works and to directly responsible for the smooth, effective and efficient operation and results. That also includes coaching NBD Officer and Technical Experts on relevant skills in fundraising. This position is expected to make strategic communications with SC Members, SC Asia Regional Office and Donors in pursuing funding opportunities. He/She is expected to take Acting NBD Manager role when assigned by the Sr. Business Development Manager.</p>	
<p>KEY AREAS OF ACCOUNTABILITY: Proposal Development: The post holder is accountable for proposal development in opportunities worth less than USD2 million and ensure good quality submissions. He/she makes relevant decisions for solving problems and complete proposals in good quality and only need limited guidance from SBDM where established guidelines are not available.</p> <ul style="list-style-type: none"> Lead proposal development: lead proposal design workshops and discussions to ensure rigorous and cutting-edge proposal design, coordinating contributions from relevant teams within SCiV and also across Save the Children Movement to 	

ensure proposals are completed holistically, competitive, well aligned to the donor's requirements and also to SC strategies; edit and finalize concept notes and proposals in high quality.

- Ensure partners are properly engaged during the proposal process.
- Coordinate proposal budget development to ensure cost effectiveness and value for money.
- Lead liaising with SC Members to ensure the appropriateness and quality of the proposals being submitted to donors.
- Track proposal outcomes and identify lessons learned

Capture Planning and Opportunity Preparation: The post holder is accountable for preparing for new fundraising opportunities from both institutional and corporate donors. He/She will pro-actively seek advice from SBDM when necessary.

- Responsible for scanning funding opportunities and liaising with Members about pursuing funding opportunities.
- Lead discussions with relevant Technical Experts and teams on pro-actively developing pipeline ideas to fundraising.
- Lead efforts in collecting intelligence and information of donors, partners, and competitors to inform SC decisions on pursuing funding opportunities.
- Lead conversations with relevant teams to gather intelligence, assess competitiveness, makes Go/No Go decisions.
- Lead initiatives in building capacities for relevant teams at SCiV to prepare for effectively capturing funding opportunities.

Relationship Building: The post holder is responsible for building relationships with donors and developing large networks with organizations and experts to contribute to fundraising efforts.

- Responsible for relationship development with donors, including developing and conducting donor engagement plans, coordinating and tracking donor engagement, continuously improving practices to strengthen donor relationship.
- Responsible for SCiV's efforts in building relationships with SC Members.
- Proactively support relevant teams to develop strategic partnerships for fundraising and programme development.
- Proactively develop networks with various development actors to contribute to SCiV's fundraising efforts

Other responsibilities: The post holder will also responsible for overall works of the NBD Team. Some key tasks are below, but not exhaustive.

- Contribute to the development of Funding Strategy and Annual Funding Plan.
- Lead capacity building efforts to SCiV staff and partners through on job trainings.
- Lead efforts to develop innovations for program development and fundraising.
- Lead effective 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 personal 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

- Bachelor degree in development study, international relations, politics, economics, social works, journalism or other related fields. Master degree is preferred.

EXPERIENCE AND SKILLS

Essential

- 3-5 years experience in fundraising role in NGOs, preferably in coordination role in INGOs.
- Overall knowledge on key development issues in Vietnam and the world, particularly challenges facing vulnerable and disadvantaged groups.
- Demonstrated ability to solve complex issues through critical thinking, analytic thinking, system thinking, strategic thinking in order to define a clear way forward and ensure buy in from relevant stakeholders
- Excellent proposal coordination and writing skills in English.
- Excellent English speaking skill.
- Strong communication and interpersonal skills
- Knowledge management: experience in capturing and analysing a wide variety of information and presenting this information in an attractive and clear manner.
- Teamwork competency: Ability to work smoothly and effectively with other teams to establish constructive ideas or solutions that meet organizational objectives; comfortable in multicultural settings.

- Ability to work well under pressure meeting multiple and sometimes conflicting deadlines.
- Impact and results orientation: Proactive approach for smooth organization of internal processes; work independently with strong sense of initiative, discipline, and self-motivation.
- 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.

Desirable

- Having background in at least one of the thematic areas that Save the Children is operating (i.e. Health & Nutrition, Education, Child Protection, Child Poverty, Child Rights Governance, Disaster Risk Reduction and Climate Change)
- Experienced in promoting innovations in INGO program development and fundraising.

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.

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 Kim Thai

Date: 14 May 2023

JD agreed by: Le Thi Thanh Huong

Date:

Updated By:

Date:

Evaluated:

Date: