

POSITION DESCRIPTION

Job title	Senior Manager - Business Development		
Reports to	Director, Partnerships and Knowledge Management	Supervision	None
Grade and level	Senior Manager, International	Job family	Senior Manager
Working relationship	<ul style="list-style-type: none"> ▪ Program Management Office ▪ Research Themes ▪ Finance Department ▪ Communications and Knowledge Management Group 	Location	Colombo, Sri Lanka

PURPOSE:

Working under the direct supervision of the Director, Partnerships and Knowledge Management (PKM), the Senior Manager Business Development will be responsible for sourcing and screening of funding opportunities; overseeing and managing IWMI’s pipeline of proposals under submission and supporting the proposal development process.

In order to ensure full integration of the pipeline and proposal development process in IWMI’s overall program management cycle, the Senior Manager - Business Development will work in close collaboration with the Head of the Program Management Office (PMO) and be the secondary line manager for the Business Development (BD) staff placed in the PMO. The Senior Manager - Business Development will also work in close coordination with several departments and teams at IWMI, including the research teams, finance department and the communications team.

DUTIES AND RESPONSIBILITIES:

1. Donor relations and donor intelligence

- Analyze and monitor donor strategies and ensure the maintenance of complete and up-to-date donor information, supported by BD staff;
- Provide assessments and background information on prospective new donors including private sector and foundations;
- Develop briefing notes and coordinate communication material for donor visits and events in collaboration with the Communications and Knowledge Management (CKM) Group.

2. Management of the project proposal pipeline

- Monitor, identify, screen and summarize prospective funding opportunities (e.g. calls for proposals, tenders, requests for tenders, consultancies) and donor opportunities (e.g. launch of new programmes) to ensure the steady flow of research proposals through the project pipeline.
- Manage the pipeline and provide relevant information and analysis to IWMI's senior management.

3. Providing support to the proposal development process

- Manage IWMI's corporate approach to responding to research calls and commissioned research contracts; and actively guide proposal development and submission processes such that they are responsive to Clients' needs and IWMI's mandate
- Support IWMI research teams in the proposal development and submission process including through provision of strategic advice, proposal writing training for IWMI staff and maintain and manage a register of external support consultants (e.g. for proposal writing) to assist proposal teams where necessary;
- Ensure strict compliance with quality control checks in the proposal development process including due diligence of partners, in order to conform to priorities of the research agenda and standards;
- Organize and maintain proposal documentation together with PMO staff. Identify and transmit proposals lessons learned.
- Negotiate agreements and contracts with partners and donors, with support from the Director PKM;
- Manage Proposal Development Budget and track Return On Investment (ROI) on all Project developments.
- Organize proposal development training together with HR and proposal design workshops along with the Deputy Director General and the theme leads for major proposals

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Excellent inter-personal, relationship building and communications skills
- Understanding of the research content across the scope of IWMI's work.
- Ability to liaise with key donor agencies
- Ability to work independently, be flexible and meet deadlines
- Strong organizational and writing skills, excellent command of English language
- Ability to work across organizational boundaries
- Accomplished financial management skills relevant to oversee the project pipeline and resource allocation
- Strong self-motivation whilst being a team player
- Dynamic and creative approach to work
- Entrepreneurial skills
- Ability to work effectively in a multi-disciplinary and multicultural setting.
- Attention to detail and precision.
- Excellent analytical skills.

POSITION DESCRIPTION: SENIOR MANAGER - BUSINESS DEVELOPMENT

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE REQUIRED:

- Relevant Master’s degree.
- 5-7 years demonstrated experience with resource mobilization with various donors and organizations including non-traditional donors.
- Strong strategic, implementation and project management skills and experience
- Superior proposal writing skills.
- Extensive experience working at international level and with a variety of international funding agencies.

Approvals	
Management Team member	Director General
Human Resources	Eranga Peduruarachchi – Head, Human Resources
Effective Date	August 15, 2016

The above job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all the duties and responsibilities, and qualifications required by employees assigned to this position.