

Together we can beat poverty for good. Will you join us?

HEAD - BUSINESS DEVELOPMENT

(READVERTISEMENT)

Closing date: - 06 MARCH 2023

Interview date: - TBC

Vacancy reference: - INT9145

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam GB also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.



Shaping a stronger Oxfam for people living in poverty.

ABOUT OXFAM

Oxfam is a global community who believe poverty isn't inevitable. It's an injustice that can be overcome. We are shop volunteers, women's right activists, marathon runners, aid workers, coffee farmers, street fundraisers, goat herders, policy experts, campaigners, water engineers and more. And we won't stop until everyone can live life without poverty for good.

Oxfam GB is a member of the international confederation [Oxfam](#).

TEAM PURPOSE

To ensure coherent business development; identify-monitor funding opportunities from the diverse institutional, private, foundation, and in-country donor sources; coordinate an inclusive process of program design and fundraising; effective contract management, including compliance and submission of the proposal and donor reports; communication with donors and Oxfam affiliates; and capacity building and technical support to country programme staff. The team is responsible for the financial health of the country programme and manages all contractual obligations.

JOB PURPOSE

To be the custodian of the Business Development Strategy for Oxfam in Bangladesh, this senior level role encompasses the crucial factors of developing strategic partnership, pre-positioning according to the anticipatory opportunities and lead the country office to pursue the targeted funding aspirations from all potential institutional, private, foundation, non- traditional funding. The role is carved to mentor the country team on understanding all forms of donors, evolving priorities, and establishing efficient practices of responding to the calls. Business Development Head, reports to the Country Director and advises on the overall funding environment in the country based on donor mapping and trend analytics. Business Development Head is a member of the Country Management Team and participates in the operational and programmatic decision-making process. The position is expected to foster innovative approaches to program design and business development.

JOB SUMMARY

Business Development Head is overall responsible for strengthening and maintaining the country programme's funding aspirations, generating funding pipelines and opportunities. S/he develops and revises an overall business development and resource mobilization strategy. S/he regularly maps out all potential institutional, private, foundation, non-traditional, and in-country funding opportunities. The incumbent establishes partnerships and maintains strong relationships with all donors and Oxfam affiliates on potential opportunities and existing contract management.

S/he ensures that the proper Funding team structure, HR, and necessary resources are in place. The Business Development Head offers strategic guidance and technical support to the

Funding/business development and wider country programme team. S/he ensures that an inclusive process is adopted in program design and fund-raising initiatives. The Business Development Head ensures that programmes are designed based on recent assessment data, interventions remain cost effective, and that lessons learned are consistently incorporated into new programme design. S/he guides and supports the programme teams in meeting donor expectations and ensuring timely submission of quality financial and programmatic reports and updates to donors.

S/he fosters and maintains strategic relationships with donors and potential donors, as well as with business development and contract management colleagues from the regional office, Oxfam affiliates and Oxfam International (OI). S/he mobilises support from across Oxfam's confederation to the country programme. S/he regularly attends meetings with donors and partners, and as delegated by the PD/CD, represents Oxfam in relevant meetings or fora.

The Business Development Head offers specialist advice, knowledge and skills related to partnership-building with donors and Oxfam's grants portfolio in the country to a range of Oxfam senior managers and staff members. The management tasks s/he is responsible for are complex, not routine, and involve a high degree of specialization.

CORE DETAILS

Location: Dhaka with frequent travel to field offices in Bangladesh

Salary: As per the pay scale

Internal Grade: C1

Division International **Job** Fundraising
Family:

Contract type: Two Year Fixed Term - Renewable



Hours of work: 37.5 hours per week. This is a full-time role; however, Oxfam offers various flexible arrangements which candidates can discuss with the Recruiting Manager at interview stage

This role reports to: Head of Project Management Unit

Staff reporting to this post: Funding Coordinator and Funding Officer.

Annual budget for the post: Budget responsibility / authorization: As per the DOA of Country Office.
(£10 Million per year - raising funds, planning, and endorsing donors' reports).

Key relationships/interactions: Country Director, Programme Director, Operation Director Grants Management Unit Head, Thematic Heads, Head of Programme Quality and Knowledge Management, Head of Policy Influencing, Campaign and Communications, Head of Logistics & Admin, Head of Finance, Grant Compliance and Risk Manager, Programme Finance Officers /Donor Accountants, Head of People Culture and OD; works externally with Oxfam affiliates and donors and private sectors as required.

Screening checks: All successful candidates will be screened through [Refinitiv World-Check One](#) to comply with counter terrorism and financial sanctions regulations.

References: Should you be successful and not already be employed by Oxfam GB, we will require minimum of two references covering five years of employment history.

KEY RESPONSIBILITIES

Technical

1. Business development Strategy and Donor Mapping

- Develops, reviews and amend the Business Development strategy after robust donor mapping on periodic basis to keep it relevant to the context and the evolving ambition of the organisation.
- Develops, institutionalise, reviews and amends tools to collate data required for the purpose of fund raising including but not limited to the impact evaluations, lessons learnt, community voices, photographs, videos and other qualitative data.
- Coordinate and collaborate with programmes to generate innovative ideas and pitches them to the internal network of Business Development professionals within Oxfam affiliates and with potential donors externally
- Lobbies and guards the interest of Oxfam in Bangladesh and ensure resources to deliver the Oxfam's Country Strategy.
- Proactively develops and maintains an excellent collaborative relationship with Donors, their delegation in the country, other potential agencies for future collaborations etc.
- Bid Development Actively identifies, qualifies, and tracks funding and partnership opportunities in a systematic manner in pursuit of supporting Oxfam in Bangladesh's programme.
- Ensures Oxfam Bid/No-bid process, establishing and maintaining pipeline tracking and relationship management tools.
- Ensures all necessary groundwork for proposal development, helps assemble bid development teams, provides effective bid coordination and project management in country and undertakes quality assurance of donor proposals to ensure high quality competitive proposals in order to successfully secure institutional donor fund and preferably multi-year funding whenever possible.
- Develop clear flow charts and process by clarifying roles and responsibilities for project design and concept note, and proposal writing. The position will manage the proposal development process including ensuring relevant affiliates' review and aligning with the donor guidelines.
- Supports the country programme team to scope and preposition Oxfam for new consortium partnerships with local stakeholders where appropriate • Communicates with Oxfam affiliates to ensure / secure contributions for co-financing if need be.
- Brokers assistance from technical advisers and donor account managers in affiliate HQs, regional office and OI Global Humanitarian Team as needed.
- Maintains link with the Oxfam confederation funding architecture to access intelligence, opportunities, and skills.
- Guides and advises the CD and programme teams on the success rate of proposals or bids, status of income, funding gaps and pipeline.

Leadership and Management

2. CMT representation

- Represents the Business Development unit in the Country Management Team (CMT) and Extended Country Management Team (E-CMT).
- Proactively participates in the high-level decision-making processes of the CMT on all the programmatic and operational subjects.
- Team Leadership (including developing the team and line management responsibilities)?

3. External Relations and Representations

- Establishes collaboration and strategic partnerships, maintains regular communication and builds strong relationships with all donors.
- Ensures that Oxfam proactively engages on a strategic basis with institutional donors at a country level to facilitate technical programme exchanges, influence policy and thinking, and identify key areas of potential cooperation, including programme funding.
- Fosters regular relationships and communications with business development, fund raising and contract management colleagues within Oxfam's confederation: across affiliates, regional office and OI.
- Channels information, tools and support on relevant resource mobilization and potential funding opportunities from donors and affiliates to country programme.
- In conjunction with the Country Director and the country programme team, represents Oxfam to donors and other external stakeholders as appropriate.

4. Innovation

- Innovative and unconventional approach to the Business Development is explored, researched and documented.

5. Capacity Strengthening

- Undertakes capacity assessments and provides technical training, support and advice for staff on funding, proposal writing and donor reporting, contract management and compliance and working with donors.
- Strengthens the capacity of colleagues in the planning, securing and management of restricted funds using appropriate methodology, such as formal training, technical guidance, coaching and mentoring.
- Strengthens the capacity of partner organisations in the areas of business development and contract management as part of their organisational development with Oxfam.
- Mentors Oxfam's core partners on the business development strategy

Other

- Required to adhere to Oxfam's principles and [values](#) as well as the promotion of [gender justice and women's rights](#)
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

Your commitment to Oxfam

- Required to adhere to Oxfam's principles and values as well as the promotion of gender justice and women's rights
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles

SKILLS, EXPERIENCE AND KNOWLEDGE

Essential


- Bachelor's degree in relevant field with minimum 5 years of experience in program design, fundraising and contract management (Essential)
- Demonstrated ability to devise and implement resource mobilisation strategies (Essential).
- Proven ability to identify new business opportunities and partnerships (Essential)
- Demonstrable experience of planning for, securing and managing funds from institutional donors, such as FCDO, EU/ECHO, SIDA, SDC, DFAT/ANCP, KOICA, ADB, WB and UN agencies for an international agency like Oxfam.
- Experience of collaborating with and leading technical teams to develop programme proposals that are funded by institutional donors (Essential).
- Strong networking, representational, and negotiation skills (Essential).
- Ability to work effectively with others in a team across institutional boundaries and business units. Proven ability to utilise talent and expertise of team members to achieve objectives (Essential).
- Ability to adapt and work within a multicultural, multilingual, and multidisciplinary environment (Essential).
- Superior verbal and written communications skills in English with ability to analyse and synthesise complex issues (Essential).
- Excellent computer skills, including various office applications and internet navigation (Essential)
- Experience of capacity building, preferably in the areas of business development, including coaching and delivering training at individual and group level, of staff and partners.
- Strong numeracy and financial and IT skills, with attention to detail to develop and analyse donor budgets and reports and support financial management/monitoring.
- Self-motivated, target-driven and with a proactive approach to fundraising.
- Ability to adapt to working in a challenging environment, in potentially insecure locations.
- Ability to manage time effectively and adapt priorities to respond to changing demands and tight deadlines, across multiple timezones.
- Understanding of and commitment to mainstreaming crosscutting issues, such as gender/protection, with demonstrable experience of supporting others to mainstream gender into programmes under development

Desirable

- Master's degree in relevant discipline.
- 7-8 years of experience in resource mobilisation.
- Strong proven ability to identify and articulate strategic and policy issues through effective oral and written briefs.
- Sound knowledge and awareness of issues related to Oxfam's strategic objectives and theories of change.
- Ability to make effective, timely decisions and take prudent risks.
- Good familiarity with government decision-making processes, both political and technical, including budget processes, appropriation, protocols, and communications.
- Knowledge and understanding of Oxfam's WaSH and EFSVL programmes, in emergencies and development contexts.

Key Attributes

- Ability to demonstrate sensitivity to cultural differences, as well as the commitment to equal opportunities
- Ability to demonstrate an openness and willingness to learn about the application of feminist principles, gender/gender mainstreaming, women's rights, and diversity for all aspects of development work
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible

PERSON SPECIFICATION		How this will be assessed? ¹			
 Note to candidates: Shortlisted candidates will be assessed on our organisational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct. We encourage candidates to read and understand our code of conduct here .		Shortlisting	Interview	Presentation	Other please specify)
Key Organisational Attributes					
Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.			x		
Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.			x		
Commitment to undertake Oxfam's safeguarding training and adherence of relevant policies to ensure all people who come into contact with Oxfam are as safe as possible			x		
Organisational Values					
Accountability – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions			x		
Empowerment – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen			x		

¹ Whilst we make every effort to indicate how the candidates will be assessed against a criterion, this is subject to change and may be influenced by the quality of applications.

Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences		x		
<u>Oxfam Leadership Competencies</u>	Shortlisting	Interview	Presentation	Other (please specify)
Same as Attributes and values		x		
Essential - Experience, Knowledge, Qualifications & Competencies				
Bachelor's degree in relevant field with minimum 5 years of experience in program design, fundraising	x	x	x	
Demonstrated ability to devise and implement resource mobilisation strategies	x	x		
Proven ability to identify new business opportunities and partnerships	x	x		
Superior verbal and written communications skills in English with ability to analyse and synthesise complex issues	x	x		
Strong networking, representational, and negotiation skills	x	x		
Desirable				

HOW TO FIND OUT MORE ABOUT US

- Find out more about our pay & benefits [here](#). Get a feel of what it is like to work at Oxfam [here](#).
- Look at our 'How to apply' section for helpful tips [here](#).
- Technical glitch? If you have any issues when submitting your application, please contact recruitmentteam@oxfam.org.uk
- We are unable to accept prospective applications, but you can sign up for our job alerts [here](#)
- External applicants: <https://jobs.oxfam.org.uk>, Internal applicants: <https://jobs.oxfam.org.uk/internal>
- Find out about everything we do [here](#).

FOLLOW US



Oxfam GB is a Disability Confident Employer. Should you be unable to submit your application online and would prefer an alternative method please contact our recruitment team.

OXFAM LEADERSHIP COMPETENCY FRAMEWORK

Competencies	Description
Decisiveness	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization. We spot opportunities to influence effectively and where there are no opportunities, we have the ability to create them in a respectful and impactful manner.
Humility	We put 'we' before 'me' and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
Relationship Building	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization.
Listening	We are good listeners who can see where deeper levels of thought and tacit assumptions differ. Our messages to others are clear and consider different preferences.
Mutual Accountability	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
Agility, Complexity, and Ambiguity	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
Systems Thinking	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organizational decisions and actions.
Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
Vision Setting	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
Self-Awareness	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and selfregulate our behaviors to control and channel our impulses for good purposes.
Enabling	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.