



JOB DESCRIPTION

UNIT/DEPARTMENT:	Fundraising and Learning
JOB TITLE :	Business Development Manager
REPORTS TO :	Director Fundraising and Learning
Staff members to supervise :	None

JOB SUMMARY

This is an important mid-level position carrying growth and diversity mandate of the organisation in terms of making financial resources available for the country programme. The position is to contribute to the organization's overall goal and in the implementation of its strategic plan through resource mobilisation and related activities including opportunity tracking, rapport building, donor mapping and intelligence gathering, relationship building, consortium formation and most importantly pro-active exploration of business opportunity with donor. The position will also contribute in proposal writing, donor reporting and managing internal system related to restricted income. The position is expected to coordinate closely with programme, finance and M&E unit of the organisation. The position is based in Dhaka and requires field visits on purpose.

KEY RESPONSIBILITIES

- Provide an overarching leadership role in business development niche of the country programme and explore all sorts of possibilities that are consistent with WaterAid vision and mission.
- Contribute with strategic thoughts and innovation in fundraising out of the box in order to take WaterAid Bangladesh in the next level of success.
- Track potential funding opportunities and collect donor and opportunity related information (intelligence) in advance for preparation and making bid/no bid decision.
- Build rapport with potential donors and commercial suppliers, both in-country and abroad, in advance in relation to institutional grants, both from multilateral and bilateral donors.
- Explore possibilities for partnership/consortium with other INGO/prime for approaching multi-sectoral grants; and coordinate with grant focal (opportunity owner) either in the UK team or WA member country (as the case may be) for support.
- Represent WaterAid Bangladesh as opportunity owner for locally raised grant, and act as focal point for multi-country grant initiated by region, UK team or WA member country.
- Engage in the preparation of concept notes/project proposals and donor/consortium agreements for both competitive and unsolicited opportunities; and contribute in narrative reporting as required.
- Register new opportunity, follow up approval and update grants data in Restricted Income System (RIS) as maintained by WaterAid globally.
- Maintain grant related documents such as proposal, contract document, approval evidence etc in RIS as well as in paper; and follow up grant compliance and reporting.

COMPETENCY REQUIREMENTS

Education: Master's degree in Social Science, Development Studies, Business Administration, Economics or any other relevant discipline. Advanced degree from recognised overseas institution/University would be an advantage.

Experience: Minimum 8 (eight) years of professional experience of which minimum 03 (three) years in business development and direct fundraising being at mid-level position with INGO or UN agency or Research organisation. Experience of fundraising in WASH sector would be an advantage. Proven records in fund raising is essential.

Knowledge: Knowledge on business development culture and competition in Bangladesh and elsewhere, and familiarity with online database systems is essential. Understanding of the issues related to water, sanitation and hygiene is desirable.

Skills: The person should be confident and fluent in conversation with donor, consortium lead and at external forum with good presentational and communication skills. Functional skills are required on most of the common Microsoft programmes. Good command on English language and excellent writing skills is essential.

Personal competencies:

- The person should have good leadership qualities with problem solving attitude; and should be able to draw confidence and support from other teams and colleagues.
- Must be a person who is self-motivated and pro-active with good interpersonal skills and capacity to understand and work with other colleagues and teams.
- Must be gender sensitive, possess personal integrity, flexible attitude, sense of respect for other colleagues.
- Able to plan, prioritize and work independently (with minimum supervision) under extreme pressure, juggling with blisteringly urgent priorities and meet deadlines.

KEY CONTACT/RELATIONSHIP

Includes but not limited to Programme, Finance and M&E team in-country; Regional Funding Manager, Asia, Fundraising team in UK and Fundraisers in other WaterAid member countries.

WORKING CONDITIONS

This is a country office-based position based in Dhaka with access to official vehicle (during field visit and official travel), computer, internet, relevant software and telecommunication including mobile phone. Willingness to travel, as and when required, to remote areas of Bangladesh and overseas is required.