

JOB DESCRIPTION & PERSON SPECIFICATION



Business Development Manager

Aug 2022

Job Description and Person Specification

Business Development Manager

About the Role

We are recruiting a new Business Development Manager to join our team. They will be responsible for the sustainable growth our Green Economies and Infrastructure and Governance and Inclusive Services Portfolios working closely with technical portfolio leads.

About us

Social Development Direct (SDDirect) is a leading provider of high-quality, innovative social development expertise, consultancy and research services. As a specialist firm, we offer in-depth thematic expertise in safeguarding; gender-based violence prevention and response; governance and inclusive societies; and inclusive economic empowerment, climate justice, digital, amongst others.

We have a strong track record, over 20 years, of providing high quality services that include technical advice and support, research, development assistance programme design, delivery and management, monitoring and evaluation. Our clients are leading international bilateral and multilateral development agencies, INGOs and Foundations. We are a medium-sized social enterprise, wholly owned by Plan International UK, with a global track record in over 50 countries. Read more about us and our work at: www.sddirect.org.uk

SDDirect's office is located in central London. We operate on a hybrid working basis with a combination of in-office collaboration time and support for flexible and remote working/working from home. We are a values-driven, collaborative organisation. We achieve high levels of staff satisfaction in annual surveys and provide ongoing support for internal employee-led social and workplace initiatives, including a staff representative forum.

SDDirect's organisational vision is a just and equal world founded on gender equality and social inclusion. Our mission is to provide excellence in social development to support policies, laws, social norms and institutions that advance social, economic and political justice for all. We are committed to creating a safe, diverse, and inclusive workplace and are actively seeking to expand our pool of talent from communities which are currently under-represented within the organisation.

To apply

If you are interested in joining our dynamic team, please email your tailored CV with a cover letter by email to jobs@sddirect.org.uk. The deadline for applying is **28th August 2022**. Please use this email subject line: **'Business Development Manager – Your Name'**. This is a UK based role, please confirm your eligibility to work in the UK as part of your covering letter.

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Due to the high volume of applications, we are only able to respond to shortlisted candidates.

ROLE OVERVIEW

Summary of role		
1	Reports to:	Senior Business Development Manager
2	Location:	This is a UK based role. Our London Office works on a hybrid basis.
3	Travel:	International travel as required.
4	Appointment term:	Permanent
5	Remuneration Package:	£40 - £45,000 per annum

MAIN DUTIES AND RESPONSIBILITIES

Business Development – Portfolio Management

- Be the BD Lead on specific technical portfolios, acting as liaison between the BDT and the technical team to proactively identify, track and win work in that technical area.
- Maintain accurate reporting of all sales activity.
- Manage a pipeline of opportunities.

- Attend donor market meetings (e.g. Early Market Engagement meetings) for relevant bids, engage in donor consultation and network with others as appropriate.
- Convene decision makers to make swift and informed decision whether to bid or not.
- Lead on pre-positioning work to identify partners, team members and develop our approach (in collaboration with other colleagues) for new opportunities.
- Negotiate consortium role on bids and develop teaming agreement to reflect that.
- Lead on our response (with input from relevant colleagues) to direct approaches from clients to provide consultancy and research services.
- Regularly meet existing partners/clients to develop and maintain relationships and to proactively identify opportunities for further joint working.
- Develop relationships with potential new partners and clients.
- Play an active role in building and maintaining relationships with Senior Associates and network consultants.
- Own and develop marketing materials that showcase portfolio work.

Bid Production

- Lead on and be responsible for technical and commercial proposal development (including budget), working closely with colleagues from our technical, project management and finance teams. For large bids, the technical and commercial roles may be performed by two people, though the technical lead will retain responsibility for the whole process.
- Produce job descriptions/terms of reference for specific roles on new Programmes.
- Use company resources and networks as well as own contacts to identify and contract consultants.
- Agree and document all agreed terms in-line with BD process.
- Ensure compliance requirements for each bid are in place, eg data protection, due diligence etc.
- Capture and share learning from tenders under his/her responsibility.
- Review contract's for work won against the contract checklist
- Own handover to programmes for seamless mobilization.

Communications

- Contribute to external communications (e.g. writing material for website and social media, playing a role in events coordination and management).

- Contribute to internal action to strengthen SDDirect as an organisation through participation in meetings, working groups and other fora.

System and Process

- Support the continuously improvement of BDT performance.
- Actively participate in development of the BDT annual workplan and objectives, taking a lead on agreed sections.
- Actively contribute to the development of BDT systems and processes, proactively improving them where necessary.
- Record own time as required on Kimble, SDDirect’s time management system.

PERSON SPECIFICATION

Essential:	<p>Educational and Experience</p> <ul style="list-style-type: none"> • Previous experience (at least 3 years) in a business development role. • Experience of winning new contracts for provision of research/programming/technical assistance or other bespoke professional services. • Previous experience of sales and business development in international development or another relevant sector. • Significant experience of winning work through competitive tenders with public sector clients, ideally some of this with FCDO. • Commercial thinker with skills and experience in negotiating fee rates, producing budgets and full commercial proposals. <p>Communication</p> <ul style="list-style-type: none"> • Excellent written, verbal and presentational skills to communicate complex ideas to a range of audiences. • Excellent interpersonal skills, good at relationship-building and networking. <p>Planning and self-management</p> <ul style="list-style-type: none"> • Sufficient skills and experience to work highly autonomously (with appropriate support). • Strong project management/ sales pipeline management skills. • Strong team-working skills, as well as the ability to work on your own initiative. • Strong organisational skills and ability to meet deadlines.
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	<ul style="list-style-type: none"> • Excellent written, verbal and presentational skills to communicate complex ideas to a range of audiences. • Excellent interpersonal skills, good at relationship-building and networking. • Self-starter, proactive with entrepreneurial attitude. • Detail-oriented and thorough. <p>Other</p> <ul style="list-style-type: none"> • A demonstrable commitment to human rights, gender equality and social justice. • Relevant Bachelor Degree • Fluent written and spoken English. • Proficient IT skills including advanced level in Word, Excel and PowerPoint. • Ability to travel internationally and to work legally in the UK
<p>Desirable:</p>	<ul style="list-style-type: none"> • Significant experience of managing successful bids for work with FCDO. • Experience of winning work with other international development sector clients including UN agencies, iNGOs, Foundations, World Bank, USAID and/or other bilateral donors. • Experience of managing ‘call-down’ or rapid response framework contracts that require technical experts/consultancy teams. • Significant experience in candidate headhunting, recruitment and sourcing through own networks, proprietary databases and other channels (e.g. subscription databases, LinkedIn etc.). • Experience of using social media platforms for corporate purposes. • Fluency in other languages (French or Arabic highly desirable).