

POSITION DESCRIPTION

BUSINESS DEVELOPMENT ASSOCIATE

Equal Access International (EAI) – a non-governmental organization (NGO) headquartered in Washington, D.C. – partners with communities around the world to co-create sustainable solutions utilizing community engagement and participatory media and technology. With funding from bi-laterals, multi-laterals, foundations, and individual donors, EAI has a 17-year record of accomplishment implementing social change projects and currently operates in Afghanistan, Burkina Faso, Cameroon, Chad, Kenya, Mali, Nepal, Niger, Nigeria, and the Philippines.

POSITION OVERVIEW

EAI seeks a highly motivated Business Development Associate to support our business development efforts. Working with the Director of Business Development, the Associate will support BD efforts from opportunity identification and capture, through proposal management and after action knowledge management. The successful candidate will be able to successfully coordinate multiple live and capture proposal efforts simultaneously.

DUTIES AND RESPONSIBILITIES

- Monitor donor databases and websites daily to identify new funding opportunities, donor funding trends, and relevant country information to position the organization for new funding and growth.
- Support various research studies such as competitor/collaborator analysis, analysis of donor and industry trends, to inform capture.
- Manage the proposal process through all phases to ensure submission of high quality, compliant and competitive proposals.
- Organize and facilitate proposal development meetings.
- Develop proposal calendar and assignments.
- Coordinate with program staff on project design, narrative writing, proposal review and editing.
- Write corporate capability statements, past performance references, and other annexes, as needed.
- Support recruitment of personnel.
- Select and vet partners.
- Liaise with partners to execute teaming agreements and collect necessary proposal inputs.
- Edit and proofread proposals for language and clarity.
- Produce final submission documents.
- Ensure proposal submissions meet funder specifications and EAI quality standards.
- Suggest improvements/modifications to promote the use of best practices.
- Maintain department trackers, databases, and other BD reports as requested.
- Ensure all proposal documents are stored in the proper files.
- Track client and government solicitations and business forecasts.
- Help organize and maintain business development resources.

PROFESSIONAL EXPERIENCE

Required

- 2-3 years' experience working in business development with a focus on projects funded by US Government Agencies such as USAID and the Department of State. Additional experience in the management of proposals for other non-US donors such as the World Bank, the UK Department for International Development (DFID), or with international development organizations is a plus.
- Experience with proposal coordination and meeting facilitation.
- Proven writing skills supporting competitive proposals

- Strong interpersonal and teamwork skills.
- Exceptional attention to detail.
- Proficiency in Microsoft Office Applications.
- Strong written and verbal communications skills.
- Ability to be proactive, manage multiple priorities and meet tight deadlines required.
- Willingness to travel internationally, if needed.

Preferred

- Fluency in French and/or at least one other EAI program language.
- Experience interacting with potential donors and implementing partners or previous international work.
- Strong network within the global NGO and international development community.

Education

- Bachelor's Degree in International Development, International Affairs, Public Policy or other relevant field required; Master's degree preferred.

EAI offers a competitive salary, benefits, and the opportunity to become a key member of an innovative and dedicated international team. To apply, please send your CV along with a detailed cover letter demonstrating your qualifications for the position along with an overview of your reasons for interest in the position and joining EAI. Please send these documents to: jobs@equalaccess.org. Include “**Business Development Associate**” in the title of the email. Emails not containing the above-mentioned information or subject line will not be reviewed.

Applications will be reviewed on an ongoing basis; however, applications are preferred by June 21, 2019. Please note that interviews may begin and a candidate may be chosen prior to this date. **Only those selected for interviews will be contacted.** EAI is an Equal Opportunity Employer.

EOE M/F/D/V

Applicants must have the right to work in the U.S. Equal Access does not provide sponsorship.