

POSITION DESCRIPTION

US BASED | NEW BUSINESS DEVELOPMENT TEAM LEADER

Position Type:	Exempt Full-time
Location:	EAI US Headquarters, Washington, D.C.
Supervisor:	EAI Director of Programs and Field Operations

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 the US Government (USG), other bi-laterals, multi-laterals, foundations, and individual donors, EAI has a 17-year track record implementing social change projects and currently operates in Afghanistan, Burkina Faso, Cameroon, Chad, Cote d’Ivoire, Kenya, Mali, Nepal, Niger, Nigeria, Pakistan, and the Philippines.

POSITION OVERVIEW

EAI is currently recruiting for a New Business Development Team Leader to lead EAI’s business development efforts with multiple donors, including the United States Government (USAID, Department of State, and other USG Agencies), other foreign governments, multi-lateral institutions, foundations, and the private sector. This position will focus on developing new business intelligence, new business response strategies, and submitting winning proposals, requiring both strategic and tactical levels of support. Key responsibilities include identifying leads for future funding opportunities, recommending go/no-go decisions, and overseeing and preparing sound technical and cost proposal preparation of funding applications. The New Business Development Team Leader will work both internally across the organization as well as externally with donors and partners and is the day-to-day leader on business development for the organization. This position will mentor Country Offices and EAI HQ staff to strengthen their capacity in the development and execution of new business capture plans.

PRIMARY RESPONSIBILITIES

- Develop and lead implementation of EAI’s multi-year New Business Development Strategy, in collaboration with EAI’s Executive Management Team. The Strategy will include annual financial targets, analysis of target markets, donor landscapes, including US and European governments, and global partnerships.
- Identify and collaborate with EAI staff on the identification, planning, and strategy for new funding opportunities.
- Provide analysis and recommendations for go/no-go bid decisions, as well as partnership decisions.
- Ensure EAI meets or exceeds its annual new business revenue targets, diversification targets and other new business development metrics.
- Lead program design, including facilitating proposal team kickoff meetings, reviewing log frames and cost proposals, and ensuring the incorporation of win-themes, discriminators, and EAI’s unique approaches in proposals.
- Serve as technical lead writer and proposal manager when required.
- Ensure that all proposals are written and edited to a winning standard, including maintaining proposal quality and ensuring total proposal compliance.
- Work closely with EAI’s cost & pricing staff, advise and assist on the development of cost proposals

that are priced and costed strategically.

- Ensure the clarity, consistency, and quality of the proposal development process, coordinating cross-division teams and supervising the proposal manager.
- Work with EAI HQ and Field Office staff to further standardize the proposal development process, including revising processes, procedures, and manuals.
- Advise staff and management on changes in trends in donor strategic and programmatic priorities important to EAI's future growth and participate in donor and peer organization strategy and learning activities; position EAI strategically to remain competitive and successful.
- Analyze win/loss trends and work with the Program, Finance and Cost and Pricing staff on strategies for more successful funding proposals.
- Develop and roll out an organization-wide training course on new business development.
- Other duties as assigned.

QUALIFICATIONS:

- Master's Degree in international development, business or relevant field, or 3 years additional relevant work experience in a managerial role.
- Minimum of 8 years of progressively challenging international business development experience, including significant experience with proposal design and negotiations.
- Minimum of 3 years of management level experience relevant to the position.
- Willingness and proven ability to perform business development duties at both the strategic and tactical level.
- Proven record of winning annual and multi-year funding from donor agencies such as USAID, other bi-laterals, UN agencies, and major foundations. Experience in securing unrestricted funding desired.
- Experience developing new business strategic targets and business development plans.
- Demonstrated ability to lead, write and produce compelling and technically sound and strategically priced proposals both individually and in collaboration with teams.
- An established network of contacts relevant to EAI's business development goals.
- Outstanding written and oral communications skills; and the ability to handle highly visible responsibilities.
- Superior organizational and management skills: ability to multi-task; manage teams to deadlines; apply results oriented problem-solving approaches; and collaborate effectively as a team member.
- Strong work ethic, impeccable integrity and sense of accountability.
- Skilled in setting priorities, anticipating work requirements, and attention to detail.
- English language proficiency required, 2nd language proficiency, French preferred.
- Ability to travel domestically and internationally (approximately 10% time).
- Experience with Microsoft Office Suite and online tools.

APPLICATION INSTRUCTIONS

To apply, please send a cover letter indicating your reasons for interest in the position, including your CV, salary history, and one writing sample to: jobs@equalaccess.org. Please include **"New Business Development Team Leader- 2019"** in the title of the email. Applicants must have the right to work in the U.S. EAI does not provide sponsorship. **Applications will be reviewed on an ongoing basis; however, applications are preferred by August 30, 2019**

EOE M/F/D/