



## Business Development Director

**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 20-year track record implementing social change projects around the world and currently operates through 12 country programs across Asia and East and West Africa.

### POSITION OVERVIEW:

The Business Development Director leads 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 Business Development Director 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. This position has direct reports.

### 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.

#### QUALIFICATIONS:

- Bachelor's degree in a relevant area or equivalent work experience.
- Minimum of 8 years progressively challenging international business development experience, including significant experience with proposal design and negotiations and 3 years of management level experience relevant to the position.
- 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.
- An established network of contacts relevant to EAI's business development goals.
- Familiarity in developing cost proposals and pricing strategies.
- Demonstrated ability to lead, write and produce compelling and technically sound and strategically priced proposals both individually and in collaboration with teams.
- Strong creative and analytical skills.
- 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.

- Excellent interpersonal skills and cultural sensitivity to effectively interact with all levels of staff, US and foreign government personnel, members of donor organizations, funders, and policy-makers.
- Capacity to work both independently and as a member of a team.
- Ability to think innovatively and introduce new concepts.
- Strong working knowledge of Microsoft Office, including Word, Excel, and PowerPoint.
- Ability to travel domestically and internationally (approximately 10% time)

#### **PHYSICAL DEMANDS/WORK ENVIRONMENT:**

This position is based at EAI's Washington, DC office with up to 10% international travel, sometimes in demanding physical and/or security situations.

#### **EQUAL OPPORTUNITY EMPLOYER/REASONABLE ACCOMMODATIONS**

EAI is an equal opportunity employer. EAI welcomes and supports a diverse, inclusive work environment. As such, our commitment is to promote equal employment opportunities (EEO) for all employees and applicants seeking employment. EAI makes employment decisions based on organizational needs, job requirements, and individual qualifications without regard to race, color, religion, sex, national origin, age, disability, protected veteran status, marital status, sexual orientation, personal appearance, military status, gender identity or expression, genetic information, political affiliation, educational status, unemployment status, place of residence or business, source of income, or reproductive health decision making or any other protected classifications, activities, or conditions as required by federal, state and local laws. Additionally, harassment or discrimination based on these characteristics will not be tolerated at EAI. To perform the essential functions of this position, reasonable accommodations are available to qualified individuals with disabilities and qualified individuals who have limitations due to pregnancy, childbirth, breastfeeding, or medical related condition.

**HOW TO APPLY:** We are partnering with Red Sea Executive Search for this appointment. For more information about the role, please email Gareth Griffiths at [applications@redseasearch.com](mailto:applications@redseasearch.com). To apply, please click through to Red Sea's website at the following link <https://www.redseasearch.com/job/business-development-director/>