



Position Description: Business Development Manager

Location: Washington, D.C.

About Equal Access International:

Equal Access, an international non-profit headquartered in San Francisco, CA, with an additional US office in Washington DC, creates positive social change and empowers millions of underserved people across the developing world. With award winning expertise in communications for social change, Equal Access combines the power and reach of innovative media programming with direct community mobilization to create positive social change on issues such as women's and girls' empowerment; youth life skills and education; civic participation and responsive governance; peacebuilding and CVE; agriculture and health. With country offices and large scale programs in Afghanistan, Burkina Faso, Cambodia, Cameroon, Chad, Nepal, Niger, Nigeria, and Pakistan, more than 200 worldwide staff, Equal Access has a demonstrated track record implementing hi-impact social change projects across Asia, Africa and the Middle East. Detailed information about our organization and programs is available at www.equalaccess.org

About the Position: With more than 15 years of experience designing and implementing social change projects across Asia, Africa, and the Middle East, Equal Access is actively expanding its global impact and seeks a highly motivated Business Development Manager to support our business development efforts. Working with the Business Development Director, the Business Development Manager will support BD efforts through four phases of the proposal life-cycle: opportunity identification, capture, proposal management and proposal KM/After Action Reviews. The successful candidate will be able to successfully coordinate multiple live and capture proposal efforts simultaneously. Major tasks will include: tracking donor opportunities and briefing staff on timing, supporting the capture and Go/No Go decision process, preparing proposal management documents such as proposal checklists and calendars, managing the inputs of technical and pricing teams, assisting with proposal review teams, being responsible for assembling the final proposal product for client submission. Additionally, this person will also lead various research studies such as competitor/collaborator analysis, to help strategically position Equal Access for future development opportunities.

Specific duties and responsibilities will include, but are not limited to:

- Management of proposal development process including: proposal development calendar and assignments, creation of budgets; coordination with program staff on project design, narrative writing, proposal review and editing, final submission, identifying staff for proposals, technical document collation and communicating with partner organization staff
- Assist in the preparation of Past Performance References (PPRs), corporate capability statements, CVs, etc.
- Monitoring donor and industry websites, strategies and forecasts
- Research and disseminate funding opportunities

- Development and management of relationships with partner organizations in collaboration with the Director of Business Development, the CEO and senior level Program staff.
- Evaluate and present potential business development opportunities
- Manage business development intern program
- Maintaining department trackers and databases as well as other reports as required
- Creating and maintaining proposal file structures
- Marketing support, including creation of customized materials, Web site maintenance, creation of regular reports for the Equal Access board, and the organization's Annual Report
- Accurately represent Equal Access programming to potential funders and partners
- Travel to the field as needed for business development meetings and capacity building with field teams (10 – 15% of the time)

Qualifications Required:

- Bachelor's Degree in International Development, International Studies, Public Policy or other relevant field.
- Minimum of five (5) 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 proposal management with other non-US donors such as the World Bank, the United Kingdom Department for International Development, (DFID) or with international development organizations, is a plus.
- Experience with proposal coordination and program design
- Strong interpersonal and teamwork skills, self-motivated, and detail-oriented
- Thorough computer software skills, especially MS Office
- Exceptional written and verbal communication skills
- Ability to multitask and prioritize
- Willingness to travel internationally

We offer a competitive salary, benefits and the chance to join an innovative and dedicated international team passionate about our mission. 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 "Business Development Manager" in the title of the email. **Applications will be reviewed on an ongoing basis, however, applications are preferred by October 27, 2017**

Equal Access International is an Equal Opportunity Employer.

EOE M/F/D/V