

ADVERT
Business Development Manager
London, United Kingdom
Considerable travel to field locations in Africa
Duration – 12 months extendable contract
Preferred start date: As soon as possible

A vacancy exists in ACORD for the above position. If you are interested to work with us, please visit our website www.acordinternational.org for detailed advert and Job description.

Background

ACORD (Agency for Cooperation and Research in Development) is a Pan African Organisation and a UK registered charity that has been working for social justice and development in Africa since 1976. Our work is guided by a number of fundamental values and working principles, chief amongst these is our belief that people themselves are the primary actors in their own development.

ACORD seeks to go beyond addressing the consequences of poverty by understanding, challenging and changing the conditions that cause poverty and exclusion. ACORD believes that people have a right to a just and equal society and are committed to making that right a reality for people on the margins of African societies. We work in common cause with people who are poor and have been denied their rights to understand, challenge and change these conditions. Our grassroots level approach ensures that solutions are community owned and led, driving programme efficacy and sustainability. We work in alliance with organisations worldwide to achieve these aims.

The Business Development Manager is a member of the Funding and Partnership Development team. There is close interaction with other colleagues in the Nairobi Secretariat and country offices across Africa. The Business Development Manager will report directly to the Director, Funding and Partnership Development, based in Nairobi.

Job Summary

The position has a special emphasis on new fundraising, donor cultivation and proposal writing within ACORD, specifically in relation to:

1. Strategy and programme development
Supporting ACORD country teams and technical leads to translate strategic plans and contextual needs into winning concepts and proposals matching funding opportunities, with a focus on key institutional donors providing larger funding
2. Outreach and new funder engagement
Having a key responsibility for the implementation of strategic donor engagement process from prospecting through to cultivation, solicitation and stewardship in close consultation with the rest of the team
3. Bid coordination and development
Preparing compelling and often large, targeted concept notes, and proposals for strategic donors

Required Qualifications

- Graduate level degree in a relevant field of study, e.g. International Development, Management and Business Administration (essential)

Relevant Knowledge and Skills

- Excellent written and verbal communications skills, including proven track record of producing high quality written materials and the ability to present complex, technical ideas in a compelling form to a variety of audiences (essential)
- Proven ability to create and maintain positive partner/donor relationships (essential)
- Ability to manage and prioritise a varied workload and competing deadlines to meet commitments (essential)
- An entrepreneurial spirit: Creativity, innovation and ability to take initiative and conceptualise and present ideas in a clear and convincing manner (essential)
- Strong interpersonal and relationship building skills (essential)
- Ability to work well in a multicultural environment across different geographical locations (essential)
- Attention to detail, good analytical and numerical skills (essential)
- IT skills including word, powerpoint and excel (essential)
- Highly self-motivated (essential)
- Good understanding of the development challenges in Africa and trends in the funding environment for NGOs (essential)
- Written and spoken French (desirable)

Experience

- At least 5 years proven track record of fundraising from major institutional donors (essential)
- Experience working for an international development focused organisation (essential)
- Experience raising funds for civil society and similar priorities to those pursued by ACORD (desirable)
- Experience of leading and working in consortia (desirable)

SALARY RANGE: £35,000-39,000 per annum depending on knowledge, skills and experience

To apply, please complete an application form available at www.acordinternational.org and e-mail it with a detailed Curriculum Vitae and cover letter to recruit@acordinternational.org with the Job title in the Subject Box.

**ONLY APPLICANTS WITH THE RIGHT TO LIVE AND WORK IN THE UK WILL BE CONSIDERED.
ONLY APPLICANTS ABLE TO MAKE CONSIDERABLE TRAVEL TO FIELD LOCATIONS IN AFRICA WILL BE CONSIDERED.**

Closing Date: 13 March 2017
Interviews expected to take place: 23 March 2017