



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Business Development Officer - Grants
REPORTING TO	Business Development Manager
DEPARTMENT/UNIT	Business Development
DURATION OF CONTRACT	1 Year (Renewable)
DUTY STATION	Nairobi, Kenya

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organization, currently implementing more than 120 programs, directly reaching more than 12 million people across 35 African countries. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa and an additional eleven advocacy and fundraising offices in Europe and North America. In the spirit of Ubuntu, partnership and networking are key elements of our approach. Amref has a staff complement of over 1,500.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To increase sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health'*.

JOB PURPOSE

Reporting to the Business Development Manager, Business Development Officer provides support in the implementation of Kenya resource mobilization strategy in line with the corporate strategy. This includes the development and submission of high-quality proposals, cultivating partnerships, capacity building, coordination of efforts, and knowledge management aimed at winning new business that grows the organization. Centered on institutional donors and proposal development.

The Business Development officer will support the BD Manager to manage all components of the proposal development process, ensuring high quality and timely submission. S/he will manage and/or support post submission and lessons learned processes as well as utilize program design expertise to guide and lead quality program design (HQ and field-based technical and finance colleagues) that builds on evidence-based approaches and is responsive to the guidelines and specifications outlined by the donor.

The job holder will work with colleagues from various units in Amref Health Africa in Kenya, including Programmes, Finance, Communications, and Monitoring and Evaluation, to develop and submit high-quality institutional and high-value proposals and donor communication material. S/he must be proactive in identifying new and non-traditional sources of funding from a range of institutional donors and working to leverage Amref Health Africa's funding prospects.

PRIMARY RESPONSIBILITIES

KEY RESPONSIBILITY	MAIN TASKS
Business Development	Support the development and submission of high-quality concept notes, expressions of interest and full proposals to institutional donors.
	Identify relevant upcoming funding opportunities, track grant forecasts, and use resources to advance intelligence gathering.
	Gather, synthesis and support analysis of information about prospective partners and competitors to inform bid decision

	Manage pre-solicitation proposal preparations and bid planning; participate in pre-design meetings and drafting sections of the proposal in advance of the solicitation; coordinate and facilitate design workshops.
	Contribute to collecting and sharing proposal process lessons learned after the submission; coordinate program design handover to Program Directors.
	Lead in the collection and presentation of information on funding opportunities (from specific websites, publications, the press, and other sources) to inform bid decisions.
Client relations	Liaise with various teams and departments across the organization to increase donors, partners and stakeholder's awareness of Amref Health Africa's niche area, performance and reputation as a means to increase and ensure follow-on funding.
Liaison	Liaise with other teams within Amref Health Africa such as Communications and Corporate Fundraising departments to enhance the achievement of shared goals and objectives. Contribute to collecting and sharing proposal process lessons learned after the submission; coordinate program design handover to Programme Manager(s).
Knowledge management	Update and edit capability statements, Past Performance information best practices, key outcomes across all thematic areas and past performance references in readiness for proposal development.
	Provide support and generation of timely and accurate reports.
	Responsible for maintaining a database of proposals and concepts notes, based on the Amref Information Management System (AIMS).

REQUIRED QUALIFICATIONS

Education and Knowledge

- Bachelor's degree in Public Health, Social Sciences or Development Studies.
- Familiarity with the use of databases and CRM.
- Principles of data organization and project management.

Required Qualifications and Experience

- At least five (5) years' experience in supporting proposal development with a development organization (preferably with a focus on public/community health and development) in Africa.
- Experience in donor mapping and prospecting.
- Working with local and international partners.

Competencies, Skills and Abilities

- Demonstrated capacity to generate ideas and finish tasks on time.
- Ability to work in multicultural contexts and teams, including managing internal and external relationships across countries.
- Results Oriented.
- Quick learner willing to go the extra mile to achieve deadlines.
- Ability to write clearly, concisely, and in a logical manner.
- Good team player and communicator.
- Attention to detail.
- Flexibility.
- Interpersonal skills.

How to apply

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit

your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. **Closing date will be February 7, 2023.** Applications are reviewed on a rolling basis. Only shortlisted candidates will be contacted.

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy