

**BUSINESS DEVELOPMENT MANAGER**

Amref Health Africa is the largest international health development organization based in Africa. With headquarters in Kenya, Amref Health Africa has offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Southern Africa and Western Africa providing services to over 30 countries.

Working with and through African communities, health systems and governments, Amref Health Africa aims to close the gap that prevents people from accessing their basic right to health. Amref Health Africa is committed to improving the health of people in Africa by increasing sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health. Our Vision is Lasting Health Change in Africa. Amref Health Africa is seeking to hire qualified person to fill the following position.

**Position:** Manager, Business Development

**Matrix Reporting:** Director, Business Development

**Location:** Nairobi

**Job Summary:**

Reporting to the Amref Business Development Director, the Business Development Manager provides support in business development and implementation of resource mobilization strategies of countries in line with the corporate Strategy. This includes development and submission of high quality proposals, identifying partnerships, capacity building, coordination of efforts and knowledge management aimed at winning new business that grows the organization. Heavily centered on institutional donors and proposal development the position is part of the Amref Health Africa Business Development Unit based at Amref’s Headquarter in Nairobi, with a specific focus on business development for the Amref Kenya Country Programme.

The Business Development Manager will position and manage all components of the proposal development process, ensuring a high quality and timely submission. He/she will manage and or/support post submission and lessons learned processes. 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 specification outlined by the donor.

He/She will work with colleagues from various units in Amref Health Africa (including Programmes, Finance and Monitoring and Evaluation) to develop and submit high quality institutional and high value proposals. He/she 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. He/she will build the capacity of Amref Health Africa staff in developing and managing strategic consortium partnerships with other NGOs and private sector organizations where appropriate. He/she will liaise with the BD counterparts at HQ in developing and implementing the Amref Health Africa's Fundraising Strategy and Operational Plan. He/she will engage in the Teams’ development of best practice and evidenced base approaches utilized in proposals.

**Key Duties and Responsibilities**

1. **Pre-Positioning:**
* Identify relevant upcoming funding opportunities, track grant forecasts, and using resources for advance intelligence gathering;
* Identify and nurture relationships with strategic partners (CSOs, academic organizations and private sector firms) to increase Amref Health Africa's chances of success in partnering with strong partners for competitive calls for proposals
* Prepare recommendations based on specific go/no-go decision criteria; identify and reach out to potential partners;
* 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;
* Support field teams to collect relevant country and technical area information that informs design.
1. **Proposal Preparation and Coordination**
* Lead the coordination and development of high quality proposals from initial development to grant submissions; manage partners’ inputs to the cost application;
* Coordinate/provide technical input to field and HQ-based finance officers to support the completion of the cost application in alignment with the technical program design;
* Manage proposal review process and check for budget alignment, responsiveness and compliance with donor guidelines;
* Build effective working relationships with partners on proposal bids; support the management of consultants recruited to support proposal development;
* Support the recruitment process to ensure identification and inclusion of qualified key personnel in proposals.
* Contribute to collecting and sharing proposal process lessons learned after the submission; coordinate program design hand over to program manager(s).
1. **Post Submission:**
* Contribute to collecting and sharing proposal process lessons learned after the submission; coordinate program design hand over to program manager(s).
1. **External Engagement and Networking:**
* Identify international, and local partners for future opportunities; Develop and cultivate strategic partnerships that grow Amref Health Africa in SS
* Identify international, and local partners for future opportunities; and work with the country teams, business units and Europe and North America offices to gather, update and share intelligence on upcoming opportunities, pipelines and donor priorities
* Networking with strategic donors, collecting strategic intelligence on opportunities, updating the donor contacts and database, and liaising with key in-country and international donors
* Arrange client meetings and calls with partners;
* Conduct client outreach and follow up with subject matter experts for organizing meeting; support technical advisors to develop organizational capability statements in coordination with the communications team.
* Work collaboratively with team members when assigned to work as part of a team.
* Perform other duties as assigned.

**Qualifications:**

* Master’s degree in health, public health, international development/relations, economics, human rights, political science or a related relevant technical discipline strongly preferred.

**Experience**

* At least 8 years of experience with an NGO in a senior business development/programme funding position(s) involving proposal development and donor liaison
* Five or more years of experience working on USG proposal responses as a prime or sub-partner, including participating in capture efforts, writing relevant sections of proposals, and developing proposal budgets
* Experience of developing successful proposals and/or tender bids to Institutional donors, Foundation and Private Funders

**Skills**

* Demonstrated strong writing, editing and communication
* Keen interest and excitement in business development with a willingness to learn and ambition to take on positions of increasing responsibility.
* Detail-oriented, flexible, and able to handle multiple concurrent tasks.
* Able to work independently as well as part of a team.
* Excellent interpersonal, communication and negotiation skills to work effectively in a multi-cultural environment,
* Ability to prioritize own workload and work with minimal supervision
* Ability to lead complex proposal development teams

**How to Apply:**

Please send an updated CV including three work related referees and cover letter only by email to XXXXXX quoting the position in the subject matter. Emails should not exceed 2MB

The closing date for submitting applications is:

Please do not attach certificates and testimonials to your application.

Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.

***Amref Health Africa is committed to the principles of safeguarding at the workplace and does not tolerate any form of abuse, discrimination or harassment.***