



Creating opportunities for people living in poverty to realise their potential



Business Development Manager (contract)

Candidate Pack

October 2020

Contact us

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About BRAC

BRAC is committed to creating opportunities for people living in poverty.

Founded in Bangladesh in 1972 by Sir Fazle Hasan Abed, BRAC is today a global leader in developing cost-effective, evidence-based poverty innovations in extremely poor, conflict-prone and post-disaster settings. These include programmes in education, healthcare, microfinance, girls' empowerment, agriculture, human and legal rights and social enterprises, as well as a bank, a university, and the world's largest mobile money platform.

BRAC is unique among the world's major non-profits in that our overall budget is majority self-financed. In Bangladesh, where BRAC was founded, BRAC finances 76% of its average annual national budget from our own socially-responsible businesses.

Globally, we consider ourselves 'the world's biggest family'; with Headquarters in Bangladesh, we work across 11 countries to enable 110 million people to transform their lives and livelihoods.

BRAC has been ranked as the number one NGO in the world for five consecutive years by NGO Advisor, an independent media organisation committed to highlighting innovation, impact and governance in the non-profit sector;

"Pragmatic and adaptive, BRAC can now play any game, whether using for-profit or non-profit approaches, to face and challenge systems of inequity. BRAC ticks every box this year, with extra scoring for the clarity of its five-year strategic vision and its willingness to expand its international outreach...Today, BRAC is more than a reference; it is leading the non-profit world toward its next degree of efficiency and leverage": NGO Advisor Editor-in-Chief, Jean-Christophe Nothias.

About BRAC UK

BRAC UK, an affiliate of BRAC, works to raise resources for our programmes in Africa and Asia, raise awareness of BRAC's impact and innovation across Europe and develop partnerships with local and global organisations, donors, academic institutions and governments.

As a dynamic team of staff based in London, we work closely with our central office in Bangladesh and country programme colleagues. Programmatically, we are concentrating our efforts on three priorities; education and empowerment, equitable economic development and access to health and water, sanitation and hygiene services.

Job Description

Job Title:	Business Development Manager - Africa
Reports to:	Programme Director
Location:	Southwark, London (NB home-based in current climate)
Salary:	£40,000 per annum – equivalent
Contract Type:	6-months full-time contract (with possibility of extension)

Key relationships: **Internally:** Advocacy and Communications Manager, Chief Executive, Programmes team, BRAC-UK Board, Finance Team. Strategic Partnership Manager

Externally: Programme teams and technical staff across BRAC International and BRAC Bangladesh; donors, account leads, private sector partners and INGO partners

Background & Role

We are BRAC. For close to 50 years we've been driven by a single goal; creating opportunities for people living in poverty to realise their potential. From community health to humanitarian response, gender equality to food security and education to ultra-poor graduation, we fight poverty as an act of justice. Integrity, innovation and impact define our drive, and we are proud that this is recognized, with BRAC being ranked as the number one NGO in the world, for five consecutive years.

BRAC-UK's current Programme Manager – Africa is taking 6-months unpaid leave, we need a dynamic, quick starter and successful business development professional to take on key fundraising responsibilities for 6-months between 9th December 2020 and June 2021.

An essential and senior member of the Programmes Team, the Business Development Manager Africa will contribute to BRAC's sustainable development and ongoing service delivery through new business development and related proposal design and development and partnership management.

With support from the Programme Director the Business Development Manager Africa will take responsibility for planning, leading and delivering new funding resources for the BRAC's African countries and programmes. They will support the BRAC mission and the Africa Strategy. The Business Development Manager will deliver funding for growth of the Africa programme, driving growth by facilitating, managing and supporting critical relationships between BRAC International, Country teams, BRAC's PRL Unit and BRAC- UK, and writing high quality, winning proposals.

The **Business Development Manager Africa** will work closely with and report to, the Programme Director. They will be responsible for providing timely performance reporting against targets and strategy, for internal and external stakeholders.

Key Responsibilities

Business Development

1. Identify funding opportunities to support BRAC's regional work from funders (bi-lateral donors, trusts, foundations and multi-lateral organisations) in the UK, Scandinavia and Switzerland; in particular with UK Aid and the UK government departments with ODA responsibilities including, FCDO, DIT, UKEF etc;
2. Responsible for applying the decision-making processes in line with BRAC-UK's and BRAC's standard operation procedures when applying for funding opportunities and updating the pipeline tracking system;
3. Apply available resources in a way that strategically builds high quality and well-designed proposals to proactively and reactively apply to donors for funding;
4. Keep an up to date business development plan in collaboration with the Programme Director, BRAC UK's Strategic Partnership Manager, Africa country representatives, country business development leads, and the Africa Regional Director - to provide focus, clear targeting and support the countries' and BRAC's strategic priorities; including, resources, partnership engagement, donor engagement, and design proposal development plans.
5. Manage regional resources (budget and human) so that they are applied in line with an agreed budget and targets; include detailed travel forecasts and budgets to support business development and grant management responsibilities;
6. In collaboration with colleagues in BRAC and BRAC UK, identify, cultivate and sustain a range of partnerships in the UK, Europe and countries of operation required to deliver on the regional vision.
7. Ensure that all new contracts are properly documented and enacted with funders, contract managers, partners and BRAC entities
8. Responsible for ensuring that BRAC-UK's African regional programme is coordinated with the communication teams in BRAC-UK.

Africa: includes the countries of Rwanda, Sierra Leone, Liberia, South Sudan, Tanzania and Uganda; recognising that the current programme strategy is focussed on Tanzania, Uganda and Sierra Leone as priority countries

Person Specification

	Essential	Desirable
Qualifications	Relevant degree in international development, humanitarian affairs, international relations, social science or other relevant area;	
Experience	Strong sectoral knowledge, expertise, and exposure in at least one of the key sectors relevant to BRAC (WASH, Health, Education, Agriculture, Microfinance, Social Enterprise, Market based approaches);	Experience of positive engagement and established relations with DFID/FCDO
	Strong experience in proposal development;	
	Track record of success in fundraising from UK and European donors and investors;	
	Knowledge of monitoring and evaluation methodologies;	
	Proposal design skills, including the capacity to prepare logframes and budgets;	
	Direct experience and a proven track record in a similar role; a track record of success in fixed-term assignments such as this preferable;	
Qualities	Fluent in English – written and verbal	Strives for excellence: Strong delivery focus – prioritises - sets and achieves ambitious targets Displays leadership: Motivates and inspires others environment Shows commitment to learning
	Strong commitment to BRAC’s mission and approach;	
	Flexible and adaptable with good interpersonal skills and a ‘can-do’ approach;	
	Self-motivated and able to work on own initiative in a small team	
	Meticulous attention to detail and accuracy	
	Dependable and reliable with the ability to be productive under time pressure	
	Very well organised, capable of building productive internal and external relationships for the organisation;	
Positive, resilient and supportive		

Equal Opportunity Policy

BRAC UK has an equal opportunity policy and implements a programme of positive action to make this policy fully effective by ensuring that no job applicant or employee receives less favourable treatment on the grounds of age, colour, culture, disability, ethnicity, gender, HIV status, marital status, nationality, religion or sexual orientation. The principle applies to recruitment, pay, terms and conditions of employment, promotion, training, career opportunities and service delivery.

Terms

This is a full-time 6 month contract, subject to funding, and with the possibility of an extension, based on a 35 hour week (plus one hour for lunch). The employee handbook guide details other terms and conditions of employment.

Salary and pension

The salary for this post is from £40,000 pa pro rata. Salary increases are considered annually, although the organisation is under no obligation to increase salaries year on year. New employees are eligible to join the NEST pension scheme to which the company makes a matched contribution of up to 6 per cent of salary per annum.

Holidays

Leave entitlement is 25 days per annum pro rata in addition to the statutory holidays, increasing by 1 day per year (after one full calendar year service), to a maximum of 30 days.

Location

In the current climate, BRAC UK employees are home-based. Ultimately, this post will be located at BRAC UK office in Southwark. Our office is a short walk from Waterloo Station.

Safeguarding

BRAC UK takes its safeguarding responsibilities seriously, and has a range of policies to support effective training and reporting to protect people, particularly children, at risk adults and beneficiaries, from any harm that may be caused due to coming into contact with BRAC.

Next steps

Candidates must have existing eligibility to work in the UK and this will be verified prior to interview. Please do not apply unless you can demonstrate this eligibility.

Send your CV and covering letter, outlining how you meet the role requirements, in no more than 2 pages to recruitment@bracuk.net (mark 'Business Development Manager - Africa' in subject line). Please note only shortlisted candidates will be contacted. If you have not heard from us within 3 weeks of submitting your application then you have not been selected to proceed.

Closing date Friday 9th November 2020