

# Job Framework



## Regional New Business Development Manager (Asia)

Marie Stopes International (MSI) is dramatically scaling up its sexual and reproductive health service delivery worldwide which includes expanding its global impact, range of interventions, and geographic reach into new countries and new areas within existing countries. MSI's New Business Development (NBD) team plays a central role in MSI's growth and expansion by developing and diversifying MSI's financial resources. MSI seeks a Regional NBD Manager to provide leadership in increasing its financial resources through large-scale fundraising efforts in its Asia Middle East and Eastern Europe Region spanning more than 15 countries.

The Regional NBD Manager is an exciting role requiring an experienced and dynamic individual with first-hand international development experience, international donor expertise and highly-developed communication skills. The role is varied and offers the opportunity to develop country-specific donor strategies, engage donor representatives, lead project designs including teaming, develop first class proposals and budgets and strengthen the capacity of MSI country programmes.

MSI seeks a talented individual with proven skills and experience in leading successful fundraising efforts involving bilateral and multilateral donors such as USAID (strongly preferred), PEPFAR, the Global Fund, the EC, DFID, KfW and AUSAID. This position is ideal for someone who has worked overseas where bilateral donor fundraising and project management were key responsibilities, or someone with directly-relevant, senior-level experience in a new business development team for an international non-profit.

The Regional NBD Manager will be part of a six-person NBD team providing direction, guidance and support to the more than 40 country programmes at the forefront of delivering on MSI's commitment to sexual and reproductive health services. This position will be based in Asia (location flexible, New Delhi preferred) and report to the Head of New Business Development in London. The position requires international travel (30% minimum) within the Asia and Middle East (AME) region.

Job Title:	Location:	Reporting To:	Probationary Period:
Regional NBD Manager	Asia (location flexible, New Delhi preferred)	Head of New Business Development	6 months

MSI is a marketing-focused, results-oriented social enterprise. We develop efficient, effective and sustainable family planning programmes in the UK and overseas. The role will further MSI's goal, **THE PREVENTION OF UNWANTED BIRTHS**, and its mission of ensuring the individuals right to **CHILDREN BY CHOICE NOT CHANCE**.

It is a role requirement that the job holder must fully comply with, promote and live **MSI CORE VALUES**:

Mission-driven	Customer-focused	Results-orientated	Pioneering	Sustainable	People-centred
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Key Responsibilities	Measure
<p><b>Provide donor intelligence and identify new funding opportunities</b></p> <ul style="list-style-type: none"> <li><b>Advise on donor priorities and identify specific opportunities:</b> Identify, pursue and successfully capitalise on funding opportunities among major funders of sexual and reproductive health (SRH) programming, particularly bilateral and multilateral donors. Track donor funding trends and priorities within the AME region and communicate these to MSI Country Directors and support teams. Research and analyse donor calls for funding applications including tenders, expressions of interest and requests for proposals.</li> <li><b>Advise on potential partnerships with other NGOs and identify specific opportunities:</b> Identify and pursue funding opportunities for MSI – either as a prime or subcontractor – among major international SRH NGOs operating within the AME region. Conduct partner and competitor analysis, negotiate teaming agreements and lead or participate in large value bids developed by consortiums.</li> <li><b>Collaborate with other MSI teams to communicate, and strategise on, new business opportunities and approaches:</b> Work with MSI national senior management teams to develop action plans for new business opportunities. Research and produce internal briefs on topics and issues related to new business development (e.g. donor profiles, partner organisation profiles, briefings for meetings and conferences).</li> </ul>	<ul style="list-style-type: none"> <li>At least 3 new, multi-million pound contracts secured annually as a direct result of new donor intelligence, relationships and engagement.</li> <li>At least 3 new, multi-million pound contracts secured annually as a direct result of NGO partnerships.</li> </ul>

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## Develop successful proposals and budgets

- **Project design and document production:** Lead or facilitate the development and writing of successful funding proposals and budgets as agreed with AME Regional and Country Directors. This will involve leading or supporting proposal development teams that include Country Directors, in-country senior management teams, programme support teams based in London and Melbourne, and technical advisors. This includes organising pre-proposal strategy sessions (e.g. developing win themes, SWOTs, partnering assessments); working with technical leads on strategy; and developing, reviewing and editing logframes, budgets and narrative text per donor requirements.
  - **Coordinating efforts between MSI and partner organisations:** Lead or support the development of proposals and budgets submitted in partnership with other organisations in the AME region where MSI is either the primary applicant or a sub-contractor.
  - **Management of information:** Direct the development and maintenance of information required for AME proposal development including updating capability statements, descriptions of MSI's technical areas of expertise, country programme and/or project write-ups, development of graphics and presentations.
- At least 5 new, multi-million pound contracts secured annually as a direct result of high-quality proposals and budgets.

## Ensure positive and strong donor and host government relations

- **Ensure the highest possible level of service to donors:** Ensure co-ordinated communication with donors and partner NGOs. This may involve managing relationships for a portfolio of donors. Ensure quality, consistency and continuity in MSI's approach with donors.
  - **Build and maintain strong relationships with donors and host country governments within the AME region:** This could include representing MSI at meetings, conferences and workshops, networking with other NGOs, and working with Country Directors and their teams to access thematic working groups, as well as other MSI teams (including the Policy and Partnerships Team) to support their external relations efforts.
- Increased number and value of successful follow on awards made by MSI's existing donors.

## Strengthen internal new business development capacity

- **Strengthen the capacity MSI teams:** Expand the capacity of MSI team members to participate in technical and cost proposals and other business development efforts through mentoring, technical assistance visits and direct training. Support country programmes to develop fundraising strategies and undertake stakeholder assessments. Develop and deliver trainings and on-the-job tools and aids as required.
  - **Contribute to the continuous improvement of MSI's systems:** Help to develop better tools, systems, techniques and strategies for identifying, tracking, and pursuing new business opportunities, developing proposals and budgets, and managing institutional knowledge.
- Increased number and value of successful proposals led by other teams including in-country teams.
  - Number of improved or new systems or tools in place that facilitate programme development efforts.

## Skills and Experience

### Qualifications:

- Demonstrated experience gained in international development, preferably for a multi-site international organisation. This could include managing, implementing and/or supporting international development programmes, preferably in the sexual and reproductive health field.
- Successful track record of securing multiple high-value contracts from bilateral and multilateral donors, trusts and foundations. Specific experience securing significant funding from USAID (strongly preferred), PEPFAR, the Global Fund, KfW, DFID, AUSAID and the EC.

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- Significant expertise in all areas of new business development including strategy, forging partnerships including negotiating teaming agreements, project design, logframe development, proposal writing, budget development, managing donor and other partner (e.g. NGOs) relationships and project reporting.
- Experience gained living overseas and managing health projects in lesser developed countries (Asia strongly preferred).
- Willingness to travel required (anticipate 30% international travel or more).
- Educated to degree level.
- English fluency required.

## Experience:

- Significant experience in securing high-value contracts from bilateral and multilateral donors.
- Significant experience in leading and co-ordinating all aspects of the programme development process, from relationship building to project conception to submission to contract. This includes developing complex technical/narrative and cost proposals.
- Directly relevant experience in leading the development of proposals and budgets submitted in partnerships with other organisations as either the primary applicant or a sub-contractor.
- Proven effectiveness building capacity and working in cross-cultural settings.
- Experience in line management of small teams preferred.

## Skills:

- Strong interpersonal and professional communication skills; articulate writer.
- Proven relationship building skills and ability to work collaboratively and effectively with a wide variety of people and organisations.
- Established leadership skills and the ability to lead, co-ordinate and work with teams, as well as to work independently and take initiative.
- Demonstrated negotiation skills.
- Solid analytical skills and ability to filter and distil critical information.
- Proficiency with numbers, including budgeting, and close attention to detail.
- Practical organisational skills with the ability to manage a fluctuating workload, re-prioritise when necessary and meet deadlines.
- Able to act decisively when unexpected events present opportunities for MSI.
- Advanced computer skills (Word, Excel, PowerPoint).
- Able to learn quickly.

## Attitude / Motivation:

- Pro-choice.
- Team player; energetic, enthusiastic and positive.
- Quality-focussed and results-oriented.
- Confident and professional.
- Responsive, resourceful and determined.
- Flexible and with the ability to respond to varying needs opportunities and operating environments.