

Business Development Manager – Tanzania Country Office	
TEAM/PROGRAMME: Programme Development and Quality (PDQ) Department	LOCATION: Dar es Salaam with travel to the field as required
GRADE: 2	POST TYPE: National
<p>Child Safeguarding: Level 3: ✓ the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE:</p> <p>The Business Development Manager (BD Manager) will work to identify donor opportunities, facilitate and participate in donor, member, government and partner engagement, lead the development of fundraising strategies, and coordinate proposal development for funding opportunities. Recognising that many conversations with donors and members involve a review or update around current grants as well as discussions about new opportunities, the BD Manager will also be expected to keep closely informed about the progress of all major institutional and non-institutional grants and able to speak to results in key reporting documents. The BD Manager will be located in Dar es Salaam. The role has an external orientation but works closely with the Awards department for interaction with other members of Save the Children International who provide programme funding.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Director of Programme Development and Quality</p> <p>Dimensions: Save the Children has been operational in Tanzania since 1986 providing support to children through developmental and humanitarian relief programmes delivered in support of Government of Tanzania priorities and policies both directly and through local partners. Current programming focuses on child protection, child rights governance, education, nutrition, and emergency response. In 2012, as part of a global reorganization process, Save the Children combined programmes of SCUK, SCUS, SC Sweden and other members to create a single operation in Tanzania. We currently have an operational presence in Dodoma, Rukwa, Morogoro, Songwe, Kigoma, Katavi, Njombe, Dar es Salaam, Mwanza, Mtwara, Mbeya, Tanga and Zanzibar. We also work through partners in other parts of the country. We employ more than 100 staff and have an annual operating budget of approximately \$8 million.</p> <p>Staff directly reporting to this post: None</p> <p>Key staff engaging directly with this post: Thematic Technical Specialists; MEAL Specialist; Head of Advocacy, Campaigns, Communication and Media, Awards Manager, Director of Operations; Director of Finance; Country Director; Program Managers; humanitarian lead & members.</p>	
<p>KEY AREAS OF ACCOUNTABILITY</p> <p>General Management</p> <ul style="list-style-type: none"> As a member of the Tanzania Country Office (CO), demonstrate behaviors that are consistent with Save the Children’s Mission, Vision and Values and ensure their broader application by staff across the Programme. Contribute to a conducive and productive work environment typified by teamwork, collaboration and accountability. Support the effective implementation the SCI Programme Quality Framework, following the principle of putting child rights at the Centre of everything we do. This includes support to initiatives of rolling out Save the Children’s Common Approaches, Quality Benchmarks and Gender Markers to ensure design of innovative and evidence-based quality programs. Carry out the responsibilities of the role in a way that reflects Save the Children’s commitment to safeguarding children, in accordance with our Code of Conduct and Child Safeguarding Policy. 	

- Ensure a child rights programming approach with integrated child participation, resilience, protection, and gender strategies across all our thematic areas from design to implementation.
- Ensure the design and development of child focused emergency and development programs of a high quality that contribute to the CO's strategies and plans, informed by child participation when and where possible
- Ensure that the Tanzania CO has a first class, multi-sectoral and dual mandate program reflecting all priority technical and sector aspects of the Save the Children global strategy and Theory of Change.

Development of Country Fundraising Strategies

- In close consultation with PDQ and Operations teams, lead the development and regular update of a long-term donor engagement and fundraising strategy to assist in growing the Tanzania portfolio over the next 3-5 years in alignment with the Country Strategic Plan (CSP) and emergent issues affecting children.
- Identify, research, and disseminate information on new funding opportunities from bilateral, multi-lateral, and other institutional donors.
- Cultivate business relationships with external stakeholders and potential partners for large scale or strategic funding opportunities, either as a prime or sub-recipient in joint ventures.
- Explore and test and pursue alternative sources of funding such as private sector partnerships, philanthropists, venture capitalists etc and keep abreast of local funding environment with the aim of diversifying CO's funding.
- Pro-actively seek donor intelligence on prospective new opportunities or partnerships.
- Provide updated information to Awards and PDQ teams to stimulate increased and new investments by SC Members in the Tanzania country portfolio.
- Ensure key contacts, required formats and donor strategies are kept up to date at the country office level.

Facilitate donor engagement

- Cultivate excellent working relationships with donor agencies at regional and country level as appropriate and as indicated by the line manager.
- Cultivate excellent working relationships with SC members at head office and regional level
- Represent the Tanzania office in relevant donor fora, workshops and conferences where new business development opportunities can be formulated, as indicated by the line manager.

Facilitate and Coordinate proposal development

- Directly involved in the development of proposals and/or bids. Provides leadership, co-ordination and direct input and support to proposal development teams.
- Set and track proposal development timelines and ensure coordination amongst teams - PDQ, Programme Operations, Finance, Human Resource, Supply Chain, Security and external stakeholders (if relevant).
- Set proposal development processes including needs assessments; organization and facilitation of project designing meetings and workshops with concerned experts and managers.
- In collaboration with Director of PDQ and the Monitoring, Evaluation, Accountability and Learning (MEAL) Specialist, identify needs for additional technical support and resources required to support proposal development.
- Represent the CO generally (along with technical experts) in consortium meetings regarding proposal development.
- Ensure that Programme Quality Framework is addressed in all new proposals and that key elements of programme quality are included (e.g. gender, child participation, child safeguarding, lessons learned from past proposals, accountability, risk assessments, effective partnership strategy, etc.).
- Ensure high quality, evidence-based, cost-effective and innovative proposals are submitted.
- Ensure competitive proposals are developed and the CO has a high win rate.

Quality Management for Donor Engagement

- Interfaces closely with Programme Operations, MEAL Specialist and Head of Awards to ensure all information is produced in a way that ensures quality donor engagement as well as quality and integration of SCI interventions at the programme design and reporting stage.

- Oversee the synthesis and development of quality fund raising products including capability statements, CSP briefs, thematic and project briefs, success stories etc.

Capacity building

- Identify key challenges / areas for improvement related to programme design and proposal development and recommend practical actions for addressing these, including through leveraging member support.
- Run targeted New Business Development training and coaching to key staff

People Management, Culture & Teamwork

- Establish excellent and close working relationships with all departments to work on proposal development, funding strategies and opportunities.
- Support the development of an organisational culture that reflects our dual mandate values, promotes accountability and high performance, encourages a team culture of learning, creativity and innovation, and frees up our people to deliver outstanding results for children and excellent customer service for our members and donors.

COMPETENCIES AND BEHAVIOURS (our Values in Practice)

Delivering Results

- Aligns ideas and solutions to strategic imperatives to support delivery of our long-term strategic objectives
- Helps others to navigate the organisation and assists them in developing and delivering on their strategic plans
- Pursues opportunities, managing risks and uncertainty, to enable the organisation to deliver more for children
- Builds a culture of quality and focuses on on-going performance improvement
- Provides resources and removes obstacles to support cross-organisational and/or geographically dispersed teams

Innovating and Adapting

- Openly talks about doing things differently, pushing boundaries and ways of working to drive improvements
- Demonstrates flexibility in following processes and procedures, while remaining true to the organisation's values
- Anticipates change and adapts their (and their team's) plans and priorities accordingly
- Builds others' confidence in their own ability to develop new ideas and embrace change
- Generates learning for the organisation and evidence of the impact and quality of our work

Applying Technical and Professional Expertise

- Makes decisions based on professional expertise and experience without deferring unnecessarily to others
- Shares knowledge and best practice on technical solutions so that others can make best use of that expertise
- Actively seeks new ways to develop the application of technical and professional standards within the team

Communicating with Impact

- Conveys complex issues with clarity, brevity and confidence
- Promotes dialogue with key stakeholders through active listening and effective questioning
- Adapts communication style to maximise support and engagement
- Advises others on different approaches to influence key stakeholders
- Seeks out new methodologies for communication to engage new audiences

Networking

- Actively participates in networks to access and contribute to good practice

- Gathers and distributes organisational intelligence Maintains and develops a range of contacts and keeps them informed
- Knows what is needed from contacts and what they need to benefit from the relationship too

QUALIFICATIONS AND EXPERIENCE

- Master's degree in social sciences and development area.
- Significant experience and win rate on proposals
- Proven track record in producing winning bids, proposals, and reports for institutional donors, corporations and others
- Proven ability to design high quality programs
- Recommended 5-7 years' experience in both an emergency and development contexts, preferably with solid experience in at least 2 priority sectors of Save the Children: education, protection, child rights governance, health and nutrition or child poverty.
- Experience in developing proposals for major institutional and private donors i.e USAID, FCDO, EU, ECHO, Sida, IKEA etc
- Excellent coordination, organizational and interpersonal skills with the ability to communicate and negotiate clearly and effectively at all levels and pull together input from a diverse team.
- Excellent writing/editing, reporting, budget development and presentation/communication skills.
- Experience in presenting project information to donors and partners.
- Experience in coordinating development of large-scale or strategic proposals, including the development of multi-million-dollar project budgets.
- Proven representation skills.
- Cultural awareness mastering and ability to work in an international environment with people from many diverse backgrounds and cultures.
- Strong results orientation, with the ability to challenge existing mindsets.
- Experience in solving complex issues through analysis, definition of a clear way forward.
- Ability to present complex information in a succinct and compelling manner.
- Fluency in English, both verbal and written, required.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures;

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

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