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| **TITLE:**  New Business Development Manager for Iraq and North West Balkans Country Offices |
| **TEAM/PROGRAMME:** Program Development, Quality and Advocacy | **LOCATION:** Flexible (One of the SCI NWB Offices in Sarajevo or Belgrade, or home-based in one of the SCI offices) |
| **GRADE**: National (location specific) or International 4 | **CONTRACT LENGTH:** Fixed term, 12 months |
| **CHILD SAFEGUARDING:** Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or 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. |
| **ROLE PURPOSE:** The New Business Development (NBD) Manager is accountable for identification of relevant funding opportunities and ensuring effective proposal development processes that yield excellent funding outcomes to sustain and maximise impact for children. The position requires a dynamic leader with the creativity and communication skills to package our program strategies and technical expertise in ways that attract the right donor support to grow our portfolio strategically and sustainably. The post holder will be expected to work across the Movement (Global Teams, Members, SC Europe, and other Country Offices as necessary) in preparing the proposals. The NBD Manager will dedicate 50% of time to each of the two Country Offices. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. |
| **SCOPE OF ROLE:** **Reports to:** PDQA Director (SC Iraq) and NBD/BMDH Director (SC North West Balkans)**Staff reporting to this post:** N/A**Indirect:** None**Budget Responsibilities:** As per the scheme of delegation**Role Dimensions**: Country Director, Director of Programme Development and Quality, Operations and technical advisors, global teams and member office new business development and technical staff, finance, awards, donors. |
| **KEY AREAS OF ACCOUNTABILITY:** **Bid Management (65% LOE)*** Lead coordination of proposal development processes, ensuring smooth collaboration between technical and operation teams and members, to deliver high quality submissions.
* Manage and build relations with key members, leveraging global strategic, technical and financial resources across the SC movement.
* Drive interdepartmental coordination for project design with PDQ and Advocacy, Operations (for field team inputs, partner and location selection), security, logistics, finance, awards, and HR.
* Facilitate go/no go meetings, including preparation of opportunity decision guides in advance, ensuring informed and responsible decisions are made concerning new funding opportunities.
* Ensure full internal, member, and global teams review and sign off as per the proposal development process, adhering to KPI metrics and awards management requirements.
* Serve as lead writer for key bids on significant funding opportunities. Draft key sections of proposals that are standard inputs – e.g. capability statements; country context; programme experience – while drawing on the expertise of advisors, operations, finance etc, and lead on compiling programmatic inputs from different teams into comprehensive package in line with donor requirements.
* Act as focal point for queries and information requests from donors, SCI, or SC members.
* Together with PDQ, ensure that Country Strategic Plan priorities are addressed in all new proposals and that key elements of programme quality are included – e.g. child participation, child safeguarding, gender and disability inclusion, lessons learned from past proposals and After Action Reviews, meeting localization and partnership commitments.
* Together with the finance team, coordinate responsible Value-For-Money calculations in all proposal development, as required by donors and internal Finance Director.
* Develop and refine a strong and effective proposal management process, drawing upon SC’s New Business Development Framework, Toolkit, PRIME requirements, and global standards and practice.
* Safeguarding, MEAL and ACCM requirements are considered in the programme design and a budget share is allocated to Safeguarding, MEAL, Advocacy and Communications activities and measures in the budget breakdown produced by Finances at Proposal Development Stage.
* Coordinate with relevant departments, namely OPS, Finances, advocacy and PDQ to ensure that adequate safeguarding risk mitigation actions/activities have been resourced within the budget of humanitarian, development, and triple nexus projects.
* Consideration of Safeguarding resources/budgets included for all humanitarian responses.

**Resource Mobilisation (25% LOE)*** Identify, research, and prioritise new funding opportunities from institutional and non-institutional donors; provide clear recommendations to pursue and initiate action.
* Work with technical specialists to develop pro-active concept notes for country strategic goals and cross-sectoral integration. Pitches should reflect innovation, ambitions, common approaches and new creative thinking to achieve more for children in line with the Country Strategic Plans.
* Use creative approaches to link programme aspirations to donor priorities, while also working with key SMT members to effectively influence donor priorities and decisions.
* Work with Save the Children members, global teams, and SC Europe to explore the potential for non-institutional (private sector, foundations, philanthropists) partnerships and innovative ways to fundraise.
* Strengthen staff capacity in business development to increase field impact and coordination.

**Portfolio Management (10% LOE)*** Develop and regularly update pipeline, provide key updates, analysis and recommendations to SMT concerning portfolio trends, risks, opportunities and challenges.
* Identify upcoming funding gaps and initiate pro-active efforts to mitigate / minimise impact.
* Document and communicate progress on new business development through email updates to SMT, and other relevant colleagues.
* Contribute to regional and global new business development workshops, raising challenges and sharing best-practice business development knowledge across the team and movement.
* Report on relevant programme KPIs and other internal reporting requirements related to NBD.
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| **BEHAVIOURS (Values in Practice**)**Safeguarding Mainstreaming:*** Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work
* Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism
* Complying with all safeguarding framework policies and practices
* Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

**Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity.
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| **QUALIFICATIONS** * Masters degree in International relations or other relevant discipline.
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| **EXPERIENCE AND SKILLS****Essential*** A minimum of eight years Humanitarian/development professional experience.
* Demonstrated experience of leading successful fundraising and new business development for non-governmental organisations, in early recovery, development or nexus contexts.
* Experience in advising, implementing or designing projects related to systems strengthening in relevant areas e.g. children’s rights, child protection.
* Experience in coordinating development of large-scale or strategic proposals, including for multilateral and bilateral donors.
* Experience working with high-net-worth individuals, foundations and private sector.
* Experience in developing and operationalising donor diversification strategies.
* Excellent coordination and interpersonal skills with the ability to communicate, represent and negotiate clearly and effectively at all levels and remotely.
* Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.
* Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy in.
* Ability to present complex information in a succinct and compelling manner.
* Ability and willingness to dramatically change work practices and hours, and work with incoming surge teams, in the event of emergencies.
* Fluency in English, both verbal and written, required.
* Commitment to Save the Children values, including willingness to abide by and enforce the Safeguarding policy.

**Desirable:*** Experience in Middle East and Eastern European region
* Arabic language skills
* Bosnian/Serbian/Croatian language skills
* Knowledge of Save the Children’s Common Approaches
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| **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 based on the line manager’s request. |
| **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. |
| **JD was written by: Catherine O’Connor** | **Date:**  |
| **JD agreed by: Jelena Besedić** | **Date:**  |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |