JOB DESCRIPTION

Job title:	**Business Development Officer**	**Location:**	**London, UK**
Department:	**Business Development**	**Length of contract:**	**Indefinite**
Role type:	**National**	**Grade:**	**8**
Travel involved:	**Up to 20% - for periods of up to three weeks to support proposal development efforts**	**Child safeguarding level:**	**4**
Reporting to:	**Programme Design and Development Manager**	**Direct reports:**	**None**

Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organization specializing in the prevention, control and treatment of malaria and other communicable diseases among vulnerable populations. Our mission is to save lives and improve health in Africa and Asia through evidence-based programs that combat targeted diseases and promote Universal Health Coverage.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

Job purpose

The Business Development Officer is an exciting early-career opportunity for someone who wants to learn quickly, take ownership and build a career in business development and global health. Working at the heart of a fast-moving team, the postholder will take meaningful ownership whilst gaining broad exposure to funding opportunities, donors, partners, country programmes and competitive proposal development. The postholder will take ownership of key BD systems, information and processes, ensuring they are accurate, well organised and consistently followed. They will proactively spot gaps or inefficiencies, develop practical solutions and take pride in making sure the team's systems and processes work well. Alongside this, they will contribute directly to opportunity research, analysis and proposal development, with scope to take on increasing responsibility as their experience grows.

Scope of work

The Business Development Officer will help keep the BD team organised, informed and on track across the full opportunity lifecycle. They will take day-to-day ownership of key systems, data and resources, ensuring information is complete and accurate, documentation is well structured, and agreed processes and deadlines are followed. The role will also contribute to horizon scanning, donor and partner research, opportunity analysis, proposal planning and the development and finalisation of

bids. The postholder will be expected to show initiative, bring solutions when they identify problems, and continually look for ways to improve how the team works. Working across headquarters, regional and country teams, they will regularly encounter new topics and challenges, requiring curiosity, attention to detail and the ability to quickly understand unfamiliar information and turn it into clear, practical outputs.

Key working relationships

This position is an integral part of the BD team based in the UK and is managed by a Programme Design and Development Manager. The postholder will work closely with all members of the Business Development team, including the Head of Business Development, and regularly engage with colleagues across country, regional and HQ teams. This will provide broad exposure to different programmes, technical areas and organisational perspectives.

Key accountabilities

1. **BD Systems, Processes and Coordination (40%)**
    - Take day-to-day ownership of BD information systems, databases, trackers, templates and tools, ensuring information is accurate, complete and up to date
    - Maintain well-structured and up-to-date BD folders and resources, ensuring information is organised, accessible and consistently documented
    - Monitor adherence to agreed BD processes, proactively follow up on gaps or outstanding actions, and help ensure agreed standards and deadlines are consistently met
    - Identify gaps or inefficiencies in BD systems and ways of working, propose practical solutions and take responsibility for implementing agreed improvements
    - Ensure registration and access to all funder information portals is maintained and updated
    - Provide administrative and logistical support for internal review processes and other business development meetings
    - Manage procurement processes for the BD team in line with internal Malaria Consortium policies, including consultant contracting
    - Undertake other coordination and administrative activities required to support the effective operation of the BD team.

2. **Information and Communication (15%)**
    - Maintain quality and accuracy of BD pipeline data and tracking tools/software, proactively following up on missing or outdated information, and share weekly updates and key BD highlights with relevant internal audiences
    - Contribute to periodic updates on business development activities shared across the organisation
    - Conduct and support due diligence on new donors and partners, working with risk colleagues as appropriate
    - Contribute to research, development and updating of donor and partner profiles

3. **Horizon scanning and opportunity analysis (15%)**
    - Monitor key donor portals and other sources at agreed frequency to identify relevant funding opportunities and disseminate them to appropriate colleagues across the organisation
    - Analyse donor calls to identify and document requirements and winning considerations, using compliance matrices and opportunity analysis tools to translate complex requirements into clear guidance for bid teams
    - Conduct research to inform market, donor and opportunity analysis

4. **Support to Bid Coordination and Development (20%)**
    - Contribute to proposal planning and development, including preparing schedules, compliance tables and section outlines
    - Develop bid submission checklists and compliance matrices and check key documents
    - Contribute to the drafting, editing and formatting of proposal sections including background information, past performance, capacity statements and CVs of key personnel
    - Support the partnership process through the development of profiles and the drafting of pre teaming agreements
    - Support the preparation, quality assurance, submission and archiving of final proposal packages
    - Support effective handover of documentation from successful bids to relevant regional and country project teams

5. **BD Team Development and Continuous Improvement (10%)**
    - Contribute to the development and continuous improvement of internal BD policies, processes, tools and ways of working
    - Participate in, and where appropriate lead, BD team initiatives, including collaborative projects with other teams
    - Contribute to the development, review and implementation of organisational fundraising strategy

Person specification

Qualifications and experience:

Essential

- A degree in development studies, public health, business administration or similar, or equivalent work experience
- Demonstrable experience producing clear, accurate written work for different audiences
- Demonstrable experience managing information, tasks or processes requiring strong organisation and attention to detail
- Demonstrable experience working collaboratively and taking responsibility for defined outputs
- Fluent in verbal and written English
- Right to work in the UK

Desirable

- Experience working in business development or fundraising
- Academic and/or professional experience in international development
- Experience working with funding/donor organisations and their requirements
- Project management or coordination experience

Work-based skills:

Essential

- Excellent attention to detail and a strong commitment to accuracy and quality
- Strong organisational skills, with the ability to manage multiple priorities and follow tasks through to completion
- Intellectual curiosity and the ability to quickly understand unfamiliar information and concepts
- Strong analytical skills, including the ability to synthesise complex information into clear, practical outputs

- Initiative and problem-solving ability, with a willingness to identify issues, propose solutions and take responsibility for implementing improvements
- A strong sense of ownership and accountability for agreed outputs
- Clear and confident written and verbal communication skills
- Ability to build effective working relationships and constructively follow up with colleagues to ensure actions are completed
- Ability to work effectively in a fast-moving, deadline-driven and multicultural environment
- Strong Microsoft Office skills
- Ability to work in multi-cultural environments

Desirable

- Well versed in AI tools and its potential productivity applications
- Familiarity with communicable disease control or malaria control programmes
- Ability to work in Portuguese or French

Core competencies:
Delivering results
LEVEL B - Takes on pieces of work when required and demonstrates excellent project management skills ✓ Shows a flexible approach to taking on additional work / responsibilities when needed to achieve results ✓ Demonstrates excellent project management skills to agreed timescales (timelines, targets, donor requirements) ✓ Makes clear and timely decisions within remit of own role
Analysis and use of information
LEVEL B - Uses evidence to support work ✓ Identifies and uses various sources of evidence and feedback to support outputs ✓ Uses evidence to evaluate policies, projects and programmes ✓ Identifies links between events and information identifying trends, issues and risks ✓ Ensures systems are in place to address organisation needs
Interpersonal and communications
LEVEL C - Adapts communications effectively ✓ Tailors communication (content, style and medium) to diverse audiences ✓ Communicates equally effectively at all organisational levels ✓ Understands other's underlying needs, concerns and motivations and communicates effectively in sensitive situations ✓ Resolves intra-team and inter-team conflicts effectively
Collaboration and partnering
LEVEL B - Collaborates effectively across teams ✓ Proactive in providing and seeking support from expert colleagues ✓ Raises difficult issues with teams/ partners and stakeholders with a view to positive resolution ✓ Proactive in building a rapport with a diverse range of people
Leading and motivating people
LEVEL B - Manages own development and seeks opportunities ✓ Actively manages own development and performance positively ✓ Learns lessons from successes and failures ✓ Seeks and explores opportunities within Malaria Consortium which develop skills and expertise
Flexibility/ adaptability
LEVEL C - Supports others to cope with pressure ✓ Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and supports others to do the same ✓ Adapts team approach, goals, and methods to achieve solutions and results in dynamic situations ✓ Sets realistic deadlines and goals for self or team
Living the values
LEVEL B - Promotes Malaria Consortium values amongst peers ✓ Shows a readiness to promote Malaria Consortium's values amongst peers ✓ Promotes ethical and professional behaviour in line with Malaria Consortium's values
Strategic planning and thinking and sector awareness
LEVEL B - Is aware of others' activities and vice versa in planning activities ✓ Takes account of team members and others workload when planning. ✓ Maintains awareness of impact on other parts of the organisation, keeping abreast of other's activities, objectives, commitments and needs ✓ Has a good understanding of the sector in which Malaria Consortium works