

Job Title:	Business Development (BD) Specialist
Department:	International Programmes Department
Location:	London
Reports to:	Global Programme Development and Quality Assurance Manager
Line Management responsibility:	None
Budgetary Responsibility:	None
Child Safeguarding level:	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

Job Purpose:

As the Business Development specialist, you will be taking on a leadership role in the organisations plans for seeking growth in new markets through institutional relationships. These include (but are not limited to): the Middle East (Qatar, UAE, Saudi Arabia and Kuwait), Canada, and Europe. This is a senior technical position that performs a variety of complex business development work across the organisation.

Key Accountabilities:

Strategy and Engagement:

1. Develop donor and new market engagement strategies and associated implementation plans
2. Engage internal and external senior stakeholders, influencing as needed to ensure that your team can maximise all opportunities.
3. Engage, build and manage relationships with targeted donors in new selected markets. Coordinate efforts with other team members responsible for income generation from Trusts and Foundations, corporate donors, and high-net worth donors.
4. Build and deliver business cases for future investment targeted at growth/diversification of income streams and the team (as needed), working with senior staff, technical teams as required.
5. Keep up to date with trends in the global funding environment and specific trends in private sector NGO partnerships and engagement
6. Build and deliver business cases for future investment to grow the team, working with senior staff, technical teams and federation members as required.
7. Along with the senior leadership and management, represent the organization's business development interests at relevant meetings, events, and within resource mobilization or donor-specific peer networks.

Donor Prospecting, Scoping and Bid Management:

8. Lead a comprehensive donor scoping and mapping exercise for donors in targeted new market. Continuously, update this mapping document based on engagement with prospective donors.
9. Identify and track relevant upcoming funding opportunities – through advance intelligence gathering, partner relationships, and other available resources
10. Support in maintaining a funding pipeline for the organisations, ensuring sufficient funds are generated to underpin ongoing activities throughout the organisation
11. Conduct prospecting visits to donor countries to identify and prepare for upcoming funding opportunities.
12. Develop and maintain income forecasts for donors from new markets.
13. Contribute towards the development fundraising materials ensuring they reflect the organisation position, approach to antiracist storytelling and branding.
14. Manage action for pre-solicitation proposal preparations, bid planning, and open proposals including: team development and management, bid strategy, development of win-themes, oversight of and contribution to technical design, drafting sections of the proposal where appropriate, oversight of cost proposals, internal quality and review processes.
15. Contribute to the expansion of the organization's consultant roster for key technical and bid preparation functions.

Grant Management:

16. Provide grant management oversight on portfolio of grants funded by new Market donors and serve as primarily focal point for donor communications.
17. Support the Global Programme Development and Quality Assurance Manager in managing a portfolio of current donors (as required)
18. Ensure timely and appropriate reports are shared with donors to demonstrate the impact of their grants.
19. Work with Country Offices, Global Programme Development and Quality Assurance,, Humanitarian and Programme /units to support on disaster responses and associated appeals.
20. Support the Global Programme Development and Quality Assurance Manager in managing the Institutional Funding Working Group.
21. To support the unit in providing the development and implementing capacity development workshops for the IPD team, country offices and partner offices, either face to face or virtually

Other:

22. To ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
23. To comply with all policies, procedures, legal and regulatory requirements.
24. Any other duties commensurate with the accountabilities of the post.
25. Undertake overseas travel as necessary. This role will require significant level of travel
26. Represent Muslim Aid at external networking groups and other meetings as required.

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Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Postgraduate degree in international development, sustainable livelihoods, humanitarianism, programme management, or equivalent.	Essential	Application
Over 5 years of proven experience in this type of role may be considered in lieu of a postgraduate degree.	Desirable	Application and Interview
Experience & Knowledge:		
Understanding of development programmes design, implementation and evaluation.	Essential	Application and Interview
Knowledge of overseas markets and/or experience of successfully fundraising in a different market to the UK. Experience with Middle Eastern Donors is highly desirable.	Essential	Application and Interview
Experience of successfully fundraising and dealing with institutional donors and international donors, with a focus on Trusts and Foundations.	Essential	Application and Interview
Excellent technical skills in writing, editing, formatting, research, negotiation, and verbal communications.	Essential	Application and Interview
Ability to coordinate multiple projects simultaneously, work well under pressure and meet deadlines.	Essential	Application and Interview
Significant experience and knowledge of effective budgetary control and grant management.	Essential	Application and Interview
Demonstrable numerical and analytical skills and the ability to interpret information from a financial budget, the ability to forecast (and reforecast) and to gain confidence of senior management in financial projections.	Essential	Application and Interview
Experience of working collaboratively across departments to ensure maximum benefit from partnerships and internal buy in.	Essential	Application and Interview
Knowledge of Sustainable Development Goals and their relevance.	Essential	Application and Interview
International field experience in one of the organization's relevant technical sectors.	Desirable	Application and Interview
Knowledge of SPHERE, CHS and DEC Accountability Framework priorities and other humanitarian/development sector initiatives and standards.	Desirable	Application and Interview
Skills & Abilities:		
Excellent networking and influencing skills, both internal and external. Specifically experience of supporting cultural change within an organisation, influencing sideways and upwards to gain buy in and active support from senior staff as needed.	Essential	Application and Interview

Ability to develop and deliver compelling pitches to potential partners, with excellent verbal, written and presentation communication skills.	Essential	Application and Interview
Good teamwork skills with the ability to work with different and sometime conflicting agendas.	Essential	Application and Interview
Good organisation, coordination and project management skills.	Essential	Application and Interview
Strong and well-developed analytical skills coupled strong bid and report writing skills.	Essential	Application and Interview
IT literate with knowledge of Microsoft Office applications and the ability to learn and use any software adopted by Muslim Aid.	Essential	Application and Interview
Ability to work in and with a diverse team.	Essential	Application and Interview
Ability to work on own initiative.	Essential	Application and Interview
Ability To travel as needed	Desirable	Application and Interview
Work Independently, accurately, and efficiently to deadlines and targets, often under pressure, managing a varied workload, using strong organisation skills.	Essential	Application and Interview
Working knowledge of a second language: Arabic, German, French, Spanish.	Desirable	Application and Interview
Commitments:		
Commitment to Muslim Aid's mission, visions and values	Essential	
Commitment to Muslim Aid's ethos	Essential	
Commitment to equality of opportunity and diversity	Essential	
Commitment to Muslim Aid's Global Safeguarding Policy	Essential	

You will display the competencies below :	
Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee signature:		Employee Name:		Date:	
Line Manager Signature:		Line Manager Name:		Date:	