

PLAN INTERNATIONAL UK JOB PROFILE

Job Title	Strategic Business Development Lead
Directorate	International Programmes
Unit	Development Programmes
Grade	2
Salary	£59,551 per annum
Hours	Full-time - 34.5 hours per week
Contract type	Permanent
Location	UK based working from our offices near Old Street, London. We operate a hybrid working model, where staff split their time between working at home and in the office. Please note we are unable to offer international contracts
Reporting to	Head of Development Programmes
Responsible for	Senior Business Development Specialist Business Development Specialist Business Finance Specialist

Overview

Plan International UK is a global children's charity striving for an equal world. One where every child can reach their full potential and every girl can choose her own future.

We bring people together to protect children's rights and keep girls safe, in school and in control of their bodies – even when disaster strikes. And we won't stop until we are all equal.

You can find out more about Plan International UK and our work [here](#)

To find out more about working at Plan International UK please visit our [careers site](#).

The International Programmes Directorate (IPD) delivers the highest quality programmes within development and Humanitarian work. Gender equality is our core mandate working towards positive impact and change for children, especially girls in development, fragile and conflict settings. We are known for our expertise and thought leadership in Protection, Inclusive Quality Education, Youth Economic Empowerment, Early Childhood Development and Sexual Reproductive Health and Rights programming. We collaborate with colleagues globally to enhance programme quality and effectiveness, raise income from institutional donors and drive change through setting and influencing policy agendas.

Plan International is building resilience through our climate change adaptation and disaster risk reduction programmes. We acknowledge the need to ensure that all project and programme work is environmentally sound to ensure that our work is not having any negative impact on the natural environment and promotes a positive contribution to address the climate and environment crises.

Within IPD, the Development Programmes Unit (DPU) is the hub for impactful long-term development programming in Plan International UK. DPU teams work in close collaboration with Plan International Country Offices to build stronger partnerships, designing high quality programmes, and to raise the funds from institutional donors. DPU teams then oversee

management of grants and contracts awarded, provide technical advisory support, ensuring donor compliance, effective programme monitoring and evaluation, and effective learning.

The Business Development team is one of several fundraising teams within Plan and leads specifically on funding engagements (build partnerships and bidding for opportunities) with the institutional and multi-lateral donors on behalf of the wider Plan Family. The team collaborates with the Major Partnerships Unit to raise funds from major partnerships donors.

Job Purpose

To lead the team responsible for securing funding opportunities from institutional and major partnerships donors, and actively diversify income sources whilst continuing to develop and nurture relationships with donors and partners.

Internally, the post holder will provide effective leadership and coordination of the Business Development team (BDT), ensuring that there is strong liaison between Country Office teams so that the most strategic opportunities are nurtured and pursued, raising bilateral and multilateral donor funds in line with BDT income targets. Externally, the post holder in collaboration with other senior managers and technical advisors, will establish and maintain strong donor relationships to secure new source of funding.

Key Deliverables	Key Responsibilities
<p>Strategic Leadership of Business Development</p>	<ul style="list-style-type: none"> • Lead on the development, implementation and periodic review of the team’s business development plans to set, and meet, Plan International UK’s institutional income targets, and implementation of Institutional funding strategy • Develop and deliver a donor diversification plan and continuously monitor associated risk around donor diversity • Systematically identify opportunities and actively seek new income sources to diversify income streams • Produce costed income projections, monitor income forecasts and work with the leadership team to informed decision-making on organisational financial planning • Work with the Major Donor Partnerships team to identify joint income opportunities among the institutional and major donors and ensure high quality proposal are produced to Major and corporate donors • Represent Plan International UK at internal and external meetings in the UK and overseas, linked both to business development and to general strategic positioning and relationship building <p>With the support of the Leadership Team, prioritise and adopt Pledge for Change (P4C) commitments in day-to-day ways of working and contribute to developing an organisational culture to deliver on these commitments</p>
<p>Donor Relationship Management and Bid Development</p>	<ul style="list-style-type: none"> • Build and maintain strong relationships with key institutional donor representatives, fund managers and partners; understanding their objectives and promoting Plan International UK’s offering • Lead the Business Development team and ensure it meets agreed targets, preparing and submitting high-quality bids to institutional donors, including commercial tenders, resulting in high success rates

	<ul style="list-style-type: none"> • Work closely with relevant managers and advisors to strengthen proposal development processes and systems for identifying and responding to new funding opportunities from both institutional, major donors • Actively coordinate donor requirements for bids in collaboration with internal stakeholders and Plan International's Global Hub • Develop a risk matrix, mitigation ways and present it to senior leadership during the pink and red review • Contribute to the development of innovative strategies for raising awareness of and funding for work among new donors. • Support Country Office donor engagement, tracking intelligence, building capacity for partnership formation and preparation for bid development • Contribute to the directorate cost recovery approach, collating applicable cost recoverable costs by donor and developing a coherent approach on proposals • Develop and maintain standard texts for proposal development to enable a quick turnaround on proposal submission • Review and support team bids preparation before internal go no go submission and donor submission • Effectively allocate the bid development budget to increase win rates <p>Proactively promote equitable partnerships and 'Locally led globally connected' principles in all the programmes</p>
<p>Team Leadership</p>	<ul style="list-style-type: none"> • Set the Business Development team objectives and monitor performance • Lead, motivate and coach Business Development Specialists, and the Business Finance Specialist, to develop high-quality, gender-sensitive, and innovative commercial tender and grant submissions with Plan Country Offices (with technical support provided by Technical Advisors) • Ensure the team workload is managed effectively and distributed fairly across the team, including identifying and planning for resourcing gaps • Ensuring Team has adequate capacity to meet the donor requirements of all the donors • Support the Development Programmes Unit team to work in an inclusive and participatory way, in line with Plan UK's values based on Feminist Leadership and Anti-Racist Principles <p>Mobilise resources to fill gaps in team capacity</p>
<p>Coordination and Communication</p>	<ul style="list-style-type: none"> • Ensure effective communication among team members and with Country Offices and other key stakeholders • Proactively plan and communicate resources necessary for bid development, ensuring up-to-date information of about opportunities is available in Plan's Award Management System (AMS) and other databases • Prepare pipeline reports and coordinate key performance indicators related to business development • Maintain strong working relationships with Global Hub and Country Office staff • Deliver training on donor requirements if necessary <p>Work with colleagues to support the development of a learning culture across DPU</p>
<p>Other Duties</p>	<ul style="list-style-type: none"> • Oversee the data fed into monthly pipeline meetings, narrative Key Performance Indicators reporting, and ad hoc processes as

	<p>they arise, ensuring that inputs are accurate and projections realistic</p> <ul style="list-style-type: none"> • Deputise for the Head of Unit when required • Undertake other reasonable tasks as requested by the Head of Development Programmes <p>The post may need to travel in relation to all aspects of the role, potentially at short notice (up to 30%)</p>
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General	<ul style="list-style-type: none"> • Ensure that all activities undertaken on behalf of Plan International UK, externally or internally, are in line with the overall aims and values of the organisation and with Plan's policies and procedures • Participate in training and other activities as required
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Awareness and Representation	<ul style="list-style-type: none"> • Commitment to Plan International UK's position on promoting girls' rights and gender equality, diversity and inclusion and anti-racism and integrating this into all aspects of your work
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Level of Safeguarding Responsibility	<p>Some direct contact with children, young people or programme participants.</p> <ol style="list-style-type: none"> 1. Act as a role model representing Plan International's commitment to non-discrimination and safeguarding. 2. Report safeguarding concerns in a timely manner and co-operate in investigations as appropriate. 3. Understand the relevance of safeguarding to their role and make sure they mainstream safeguarding in their work in order to fulfil Plan's duty of care <p>A Basic DBS check will be required.</p>
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Level of Budgetary Responsibility	<p>Direct responsibility for the management of a small budget, and an advisory role in relation to the effective spending of large budgets</p>
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This is not intended to be an exhaustive list. Your job description may be subject to change.

Date Created	<p>August 2024</p>
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PLAN INTERNATIONAL UK PERSON SPECIFICATION

Essential Criteria

- Demonstrable team management experience, including the ability to motivate, coach, and support the learning and development of diverse teams to ensure that teams work effectively together
- A successful track record of pre-positioning, developing, reviewing and winning institutional donor funding in a competitive setting, particularly from the Foreign, Commonwealth and Development Office (FCDO), the European Commission (EC) or multilateral donors, Major partnerships, Trust and private sector donors
- Experience of systematically improving win rates by undertaking effective research and intelligence gathering to inform opportunity pipelines and facilitating “go no go” decision making and diversifying income
- Highly collaborative with the ability to build and maintain good relationships with a wide range of people within and across teams, demonstrating cross cultural understanding and an awareness of different realities
- In depth knowledge of working on commercial contracts, managing larger tenders and developing complex programmes
- Strong written, verbal communication, and interpersonal skills in English
- Excellent representational skills, able to represent Plan International externally at the highest levels, communicating effectively, powerfully, and persuasively with donors, policy makers, and other development actors.
- Highly numerate ability to analyse and interpret budgets and numerical data
- Able to develop and oversee fee models and identify risks around commercial contracts
- Analytical thinker with the ability to transform complex information into simple forms and write convincing proposals
- Solution oriented, with the ability to identify and propose solutions to drive forward continuous improvement
- Open to change and able to demonstrate a flexible and adaptable approach
- Commitment to working in a facilitative and enabling way to achieve full and equitable participation
- An understanding of international development issues, demonstrated by a relevant qualification or equivalent experience
- Able to demonstrate a commitment to our [Values and to Feminist Leadership Principles](#) and role model these in all aspects of your work