

-- DRAFT --

Business Development Officer

IMA World Health, a non-profit organization providing products/services for health and development programs overseas, seeks a seasoned professional with knowledge, experience and expertise in securing and developing new business with a strong emphasis on proposal development and preparation. Working in close coordination with the VP for International Programs and the VP for Institutional Advancement, the incumbent will be responsible for setting and supporting the overall organization strategy for developing major program development opportunities in Tanzania. Based in Dar es Salaam, the incumbent will provide guidance and support to technical and program teams both in Tanzania and New Windsor, Maryland. Requirements include: Bachelors Degree; minimum five years proven experience and knowledge of international public health programs. Minimum of two years experience writing and editing for a business development group or unit of equivalent technical difficulty. FT position with excellent benefits. EOE. Send resume and salary requirements to Ms. Carol Hulver, IMA World Health, PO Box 429, New Windsor MD 21776. Fax 410-635-8726. Email carolhulver@imaworldhealth.org.

POSITION DESCRIPTION

BUSINESS DEVELOPMENT OFFICER

Reports To: Vice-President for International Programs

Classification: Exempt

Job Summary: Responsible for setting and supporting the overall organizational strategy for developing major program development opportunities for IMA World Health in Tanzania. This involves organization wide environmental scanning/intelligence gathering, keeping abreast of trends in the health and development sector, coordinating strategic guidance on key program development areas, and directing and managing support for the development and submission of proposals in response to competitive tenders as well as through proactive identification of funding opportunities. Working with Program and Advancement Specialists in Tanzania and New Windsor, Maryland, the Business Development Officer will support the development of new partnerships and will also have the responsibility to develop capacity of country program staff to grow and develop new program areas at the country level. This position provides guidance and support to technical and program teams, both in Tanzania and New Windsor. This position contributes to all phases of the proposal development process including drafting and editing proposals. The Business Development Officer will have strong collaborative and working relationships with other International Program Officers as well as the VP and staff in the Institutional Advancement Department.

Essential Functions:

1. Work with the leadership of the International Programs Department and the Institutional Advancement Department to strategically assess programmatic needs, identify priorities for funding and pursue potential donors compatible with IMA World Health's strategic priorities for Tanzania.
2. Together with the Vice-President of International Programs, and the leadership of the Programs Departments in Tanzania and New Windsor, coordinate corporate decision-making around development, bidding priorities, and allocation of unrestricted resources.
3. Build networks with colleagues both within and outside IMA World Health to identify new opportunities for innovative programming and potential funding sources to support the strategic priorities of IMA World Health Tanzania country Programs.
4. Manage and coordinate new business opportunities, and the development of proposals to major bilateral, multilateral and other donor agencies.
5. Lead teams to develop strategies and respond to competitive procurements for USAID and other donors, in coordination with the leadership of the International Programs and Institutional Advancement Departments.
6. Give leadership to specific proposal development initiatives, especially for sub-contract opportunities, which requires drafting scopes of work, identifying, editing technical content and assuring quality presentation of the final proposal.
 - Write and/or edit narrative for all sections of a proposal, including capacity statements and past performance references, and for other specialized uses by the Business Development Office. Adapt materials to meet proposal specific requirements. Edit proposals and other documents (both technical and non-technical) in ways that faithfully reflect the IMA World Health's strengths and perspectives.
 - Compose narrative that succinctly, and persuasively, presents IMA World Health's capabilities.
 - Perform substantive/development editing, revising and rewriting as necessary, ensuring accuracy of content and language, and ensuring editorial consistency and standards.
 - Conduct a final edit and proof reading of each assigned proposal or business document, while coordinating final input of the proposal manager/team.
7. Provide guidance for and develop narrative used in corporate capabilities, past performance and staffing sections of most technical applications (technical pieces provided by Program Team members).
8. In consultation with the Vice-President for Institutional Advancement, develops overall strategy for foundation fund-raising for IMA World Health in Tanzania.
 - Collect and disseminate data and business intelligence that will best inform key decision makers regarding new and current program opportunities.

- Provide support in translating intelligence-gathering into new business trends that inform program leadership.
9. Serve as the primary liaison with international agencies involved in new business opportunities to assure that IMA World Health's needs and requirements are met and that the other agencies fulfill their commitments in the proposal development process.
 10. Work closely with the Country Representative in Tanzania to develop program or project launch plans in instances where IMA World Health wins procurement or gains new funding.
 - As needed, support transition of awarded projects to the implementation team.
 11. Participate in and lead, as needed, monitoring of foundation related activities for Tanzania.
 12. Analyze and track donor trends at the global, regional and country levels.
 - Conduct research and create situational analysis in support of leads development and to justify program interventions using publicly available resources.
 13. Provide leadership and mentoring to IMA World Health staff in the area of foundation prospecting, cultivation and solicitation.
 14. As needed, assist in the editing of budget justifications and standard cost text.
 15. As assigned, write and/or edit concept papers, and correspondence for different audiences and purposes.
 16. Travel to partners' organizations or international offices to provide proposal support. These trips may range from 2 days to 4 weeks of travel both domestically and internationally.
 17. Other duties as assigned, including but not limited to undertaking other ad hoc business development activities as assigned.

Qualifications (Required):

1. Bachelors Degree.
2. Minimum of three years experience working in international public health. Strong program and business development orientation including demonstrated ability to think, plan and implement strategically and competitively in the development of programs and proposals.
3. Minimum three years' experience working with technical/subject matter experts and technical material drafted by scientific/technical subject matter experts.
4. Successful track record in program and proposal development and writing for a variety of donors including foundations, USAID and other bilateral and multilateral agencies.

5. Knowledge of USAID, other bilateral and multilateral funding agencies, and private foundations and in particular their funding priorities, proposal guidelines and procurement procedures.
6. Extensive programmatic and technical knowledge about public health in developing countries.
7. Excellent writing, editing and proofreading skills. Very strong communication skills especially the ability to write compelling and winning proposal and the ability to represent the organization professionally and convincingly with donors, partner agencies, and other external clients.
8. Demonstrated effectiveness coordinating complex schedules. Outstanding organizational and team-building skills. Ability and flexibility to adjust schedules and priorities to meet proposal deadlines, juggle multiple assignments, and manage shifting priorities.
9. Proven attention to accuracy and details.
10. Cross-cultural sensitivity a must.
11. Experience working with professional and support staff in a multicultural, multi-linguistic environment.
12. Able to travel up to 15% of time annually.
13. Proficiency in Microsoft Office applications including MS Word, Excel, PowerPoint. Internet fluency a plus.
14. Willingness to support IMA World Health's Mission.

Qualifications (Preferred):

1. Professional Maturity – Maintains a positive outlook, motivates self and team to work constructively under pressure. Responds resourcefully when challenges arise and accepts responsibility for actions, learning and change. Arrives at work and appointments on time.
2. Analytical Thinking – Builds a logical approach to address problems or opportunities; manages the situation at hand by drawing on own knowledge and experience base and calling on other references and resources as necessary. Approaches analysis with an unbiased, impartial view.
3. Oral and Written Communication – Clearly and effectively expresses ideas, thoughts and concepts verbally and in written or graphic form, using correct and appropriate grammar, organization and structure, and effective presentation media and techniques. Uses appropriate media and approach to present ideas formally to individuals or groups with required impact.
4. Community Health Programs Experience – Understands determinants of community health and how to build the capacity of communities, health-related agencies and academic centers to function as equal partners in community-based research, service and education.

5. Decision-Maker – Demonstrates excellent interpersonal skills. Capable of directing and managing change, inspiring teamwork and high performing teams.
6. Strategic Planning and Integration – Demonstrates the knowledge and capacity to foster development of a common vision. Identifies a path to meet strategic goals by developing short and long-range plans that are appropriately comprehensive, creative, realistic and effective in meeting goals. Exhibits leadership in integrating planning efforts across work units.

June 3, 2008