About Development Initiatives

Development Initiatives (DI) is an international development organisation that focuses on putting data-driven decision-making at the heart of poverty eradication.

Our vision is a world without poverty that invests in human security and where everyone shares the benefits of opportunity and growth.

We provide rigorous information to support better decisions, influence policy outcomes, increase accountability and strengthen the use of data to eradicate poverty.

The Development Initiatives (DI) Group structure

The DI Group consists of:

- Development Initiatives Poverty Research Limited (DIPR) – a ‘not-for-profit’ UK company limited by guarantee (number 06368740). This is the main company that leads the group; the majority of staff are employed by this company which has the key operations based in Bristol, UK. DIPR principally receives grant funding for its work. DIPR also has staff based at its registered branch office in Nairobi, Kenya (number CF/2011/62291) and a small number of staff are based in Kampala, Uganda.

- DI International Limited (DII) – a ‘for-profit’ UK company limited by shares (number 05802543) of which 90% are owned by DIPR and 10% owned by the current Executive Director. DII undertakes consultancy assignments that help to deliver the DI Group’s strategy, and any dividends are used to build DIPR reserves and undertake new and innovative work. DII also operates in Kenya as a branch office (number CF/2011/62372).

- Development Initiatives Poverty Research America Inc (DIPRA) – a charity registered in the US (a 501c3), which is a separate entity established to help DI manage existing and build new funding relationships. Staff are based in Washington DC, US.

- Stichting Development Initiatives Poverty Research – a foundation registered in The Netherlands (RSIN 860297706) which supports the public benefit objectives of DIPR.
Business Development Manager

Role content and purpose

The Development Team coordinates our business development and income generation – covering client and corporate outreach and market engagement for our ‘for-profit’ and grant fundraising and donor outreach with donors for our ‘not-for-profit’.

The team is managed by the Head of Development. The post holder will be responsible for leading on the business management and development of our for-profit arm, Development Initiatives International Ltd (DII).

From working with relevant colleagues to ensure our business plan is fully operational and on track, through to implementing processes and procedures to ensure efficiency and effectiveness, the post holder must be able to work with a diverse range of people, across many teams, to ensure the delivery of successful, profitable and reputable projects in line with our strategy. The post holder should be agile and lead on the development and submission of commercial bids, implementation of our compliance framework (across the for profit and not-for profit arms) and report on business performance.

Duties and responsibilities

Technical duties

Oversee business performance to ensure profitability and efficiency of DII, the for-profit by:

- Providing clear monthly performance reports, collaborating with a range of people outside the Development Team to gather business intelligence
- Collaborating with the Head of Development to identify and secure partnerships, opportunities and calls for bids to generate revenue
- Managing the business budget
- Supporting implementation of consultancy monitoring, evaluation, impact and learning
- Maintaining the income pipeline for all new opportunities via our Client Relationship Management system (HubSpot)
- Representing DI externally where necessary, i.e. networking, conferences
- Collaborating with the Finance Team to analyse and report to the Executive Team on profit levels and potential return on investment of bid proposals
• Maintaining income forecast and cash flow records for use by Head of Finance and Director of Business and Finance
• Working with the Head of Development to collapse the for-profit and the not-for-profit into one coordinated income group.

**Commercial contracting and compliance**

• Review contracts for commercial consulting work
• Provide the Executive Team with information on commercial contracts
• Coordinate the presentation of commercial opportunities at New Opportunities Working Group
• Manage the commercial compliance working group to ensure robust organisational compliance is implemented and maintained across the organisation
• Keep abreast of any regulatory changes in compliance
• Provide support to ensure sound risk management of commercial contracts and identify and escalate risks when appropriate
• Ensure regular catch-ups with Head of Project Management and Head of Finance on new opportunities and compliance requirements.

**Business management**

• Identify and maintain new contacts and networks relevant for business development and project identification
• Develop key strategic consultancy partnerships, in line with the organisation’s partnership framework
• Support the implementation of the for-profit business plan and identify road map for business development, working alongside Head of Development
• Work with Head of Development and Head of Communications to ensure that for-profit services are marketed and are drawing in work
• Work across teams such as the Engagement Team to co-ordinate activities to allow those individuals to market the for-profit arm
• Liaise with the Head of Project Management to identify and manage consultants relevant to business needs
• Assess value for money and make recommendations for improvement.

**Management duties**

• Chair monthly review portfolio meetings with DII project managers
• Contribute at team meetings and provide updates to Head of Development
• Potential to have line management responsibilities as role develops particularly on areas of compliance and business development.
**General responsibilities**

- Be aware of and take personal responsibility for any health and safety issues and obligations
- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct
- Maintain personal professional development and personal development plans
- Be willing and committed to take on new work as and when required and to be proactive.

No job description or role profile can encompass all tasks and duties that may be required, and we will expect the postholder to carry out other duties and tasks from time to time that are broadly consistent with those in this document.

**Person specification**

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<tr>
<th>Area</th>
<th>Essential/ desirable</th>
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<tr>
<td><strong>Experience</strong></td>
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<td><strong>E</strong> At least 5 years’ experience in a similar development role, with demonstrable skills in working in a client-driven environment, across different time zones</td>
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<td><strong>E</strong> Experience in contract negotiation, client liaison and overall contract management</td>
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<td><strong>E</strong> Experience of working in a matrix- or project-based environment</td>
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<td><strong>D</strong> Experience in bidding for, and winning, large commercial contracts/accountable grants within the development sector</td>
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<td><strong>E</strong> Experience in developing and overseeing intelligence gathering and opportunity forecasting processes for new business, intel and forecasting</td>
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<tr>
<td><strong>Knowledge</strong></td>
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<td><strong>D</strong> Project management knowledge/experience</td>
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<td><strong>E</strong> Strong knowledge of MS Office, especially Outlook, PowerPoint, and Excel</td>
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<td><strong>E</strong> Demonstrable financial acumen, with an understanding of budgeting processes and financial reporting</td>
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<td><strong>E</strong> Knowledge of commercial practise and industry standards</td>
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<td><strong>D</strong> Knowledge of international development, or a demonstrated interest in poverty-related issues</td>
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<td><strong>D</strong> Good understanding of risk management and control, preferably within a development context</td>
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Skills and abilities

- Excellent communication skills, including experience of working effectively with diverse audiences and with the ability to communicate clearly and concisely to diverse audiences.
- Ability to listen to multiple perspectives and resolve conflict in a way that maintains healthy relationships between stakeholders.
- Excellent organisational skills with the ability to work under pressure yet deliver on time, maintaining attention to detail and accuracy.
- Good people management and excellent collaboration skills with the ability to develop others, impart knowledge and experience in an accessible and clear manner.
- Ability to report on business performance, against clear set of key performance indicators.
- Good networking and influencing skills with the ability to develop new business partnerships and contacts for increased income generation.

Education

- Business management/commercial contracting qualifications

Personal attributes

- A dynamic, energetic individual, who can think on their feet.
- A self-starter who can work independently and use their own initiative with minimal support is essential as well as being able to work in a team environment.
- Confidence to question the validity of information and in offering ideas and solutions.

Contractual details

Start date: As soon as possible, depending on notice period
Location: DI’s Bristol office at North Quay House, Quay House, Temple Back, Bristol, BS1 6FL
Alternative locations within the UK will be considered for the right candidate
Salary: £35,000–£40,000 per annum, depending on experience
Hours: 35 hours a week
Probation: 3 months
Leave: 25 days pro rata, plus all bank/public holidays

Application details

Your CV (no more than two pages) and covering letter (one page), which should detail your skills and evidence of experience and how it relates to the job description, should be emailed to: Connie Fitzgerald (Human Resources Officer) at HR@devinit.org, quoting ref: Business Dev Manager in the email subject line. Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.
Early applications are highly encouraged; we will be reviewing submissions as they arrive, and interviews will be held periodically. As we are recruiting on a rolling basis, we reserve the right to end recruitment without notice.

Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees’ documents, before employing them, to ensure they have the right to work in the country in which this post is based.

We are unable to offer sponsorship for a work permit/visa application.

Development Initiatives is an equal opportunities employer and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form found on our website at: http://devinit.org/working-with-us/vacancies/

Working together

“People are our greatest asset” – it’s a well-used saying, but at Development Initiatives, it really is true.

We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands, so it makes sense that the better our employees are, the more effective we will be and for this reason, we work hard to create an environment that meets everyone’s needs.

In line with our values (empowering, transparent, innovative, agile, quality), we aim for a culture of honesty and openness and want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision.

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<thead>
<tr>
<th>Informal work environment (e.g. casual dress)</th>
<th>UK</th>
<th>US</th>
<th>East Africa</th>
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<tr>
<th>Pension scheme with 5% employer contribution</th>
<th>UK</th>
<th>US</th>
<th>East Africa</th>
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Business Development Manager
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<tr>
<th>Benefit</th>
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<td>Flexible working arrangements (e.g. homeworking, flexitime)</td>
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<td>Healthcare scheme with employee assistance programme</td>
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<tr>
<td>Medical Insurance</td>
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<tr>
<td>Paid study leave and financial support</td>
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<td>Paid professional membership fees</td>
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<td>Buy/sell holiday scheme</td>
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<td>Cycle to work scheme</td>
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<tr>
<td>Enhanced holiday entitlement, plus all bank and public holidays and discretionary paid time off at Christmas</td>
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<td>Up to five days’ paid volunteering leave (addressing poverty/helping vulnerable people)</td>
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