

1/2012



## **Business Development Manager**

Plan International USA is seeking a Business Development Manager to help direct activities in developing new business with US government and multilateral donors. This is a demanding, challenging, and exciting role requiring a dynamic individual with highly developed communication skills. The primary responsibility of the position is to identify US Government funding opportunities within one of several technical and/or geographic portfolios and developing plans to compete for funding, including oversight of pre-solicitation activities as well as proposal preparation and submission.

### **Responsibilities:**

- Identify and capture USG funding opportunities that are relevant for Plan's programmatic priorities in target countries.
- Manage all aspects of proposal development by working with field and headquarters staff on program design, proposal writing, and some cost proposal development.
- Prepare detailed Action Plans (in MS Project) which describe the steps leading to the submission of high quality, competitive and winning submissions.
- Manage the Action Plans, including: identification of consultants, development of technical strategy and related documents; assist with recruitment for key positions; liaise with Country Office representatives.
- Collaborate closely with Plan technical staff in all aspects of pre-bid planning and post solicitation proposal development.
- Participate in developing, reviewing, and refining program development processes and procedures to ensure efficient operations of the proposal development team.

### **Education and Relevant Work:**

- Master's Degree in health, agriculture, international relations or other relevant field
- 3-5 years experience with USG proposal development for a non-profit or comparable relevant experience within the USG
- Familiarity with one or several of the key technical areas including: Education, Maternal & Child Health, Food Security and Livelihood, HIV/AIDS, Health, Water and Sanitation

### **Qualifications:**

- Excellent technical skills in writing, editing, formatting, research, negotiation, and verbal communications
- Ability to coordinate multiple projects simultaneously, work well under pressure and meet deadlines

- Experience with and/or ability to quickly master key IT tools, in particular MS Project
- Excellent interpersonal skills
- Working knowledge of a second language: French, Spanish or Arabic is preferred.

**Please submit your cover letter and CV on-line at our website [www.planusa.org/jobopps](http://www.planusa.org/jobopps) to Job Req # 2011-0146.**

Globally, Plan is a \$750 million organization established in 1937 and often ranked among the top 10 NGOs by reputation, size, and scope. We work side by side with communities in 50 developing countries to end the cycle of poverty for children. Our solutions are designed up-front to be owned by communities and range from clean water and healthcare programs to education projects and child protection initiatives. Our work environment is highly collaborative with a network of wonderful employees and interns committed to promising futures, community by community.