Elizabeth Glaser Pediatric AIDS Foundation (EGPAF)
Job Description

TITLE: Associate New Business Development Officer
LOCATION: Washington, DC
REPORTS TO: Associate Director, New Business Development

To Apply
To apply for this position, please visit our Careers Website and submit your resume using our Application Form:
http://chj.tbe.taleo.net/chj05/ats/careers/requisition.jsp?org=PEDAIDS&cws=1&rid=1240

Job Summary
The Elizabeth Glaser Pediatric AIDS Foundation is a global leader in the fight against pediatric HIV and AIDS, working in 19 countries and nearly 5,000 sites around the world to provide HIV prevention, care and treatment services and prevent the transmission of HIV to children. Today, because of the highly successful work of the Foundation and its partners, pediatric AIDS has been virtually eliminated in the United States. The Foundation’s global mission is to eliminate pediatric HIV and AIDS by implementing HIV prevention, care, and treatment programs; further advance innovative research; and to execute strategic and targeted global advocacy activities to bring dramatic change to the lives of millions of women, children, and families worldwide.

EGPAF is recruiting an Associate New Business Development Officer to support and coordinate proposal efforts across EGPAF’s country programs and at the global level. The role of the Associate New Business Development Officer at EGPAF is instrumental to maintaining and growing EGPAF’s programs. She/he will play a key role in coordination of the proposal development process and will directly support growth of EGPAF’s organizational strategy. S/he will work as a key member of the New Business Development team to track, prepare, and submit concept papers and proposals for US Government (USAID and CDC), non-US Government, bilateral, multilateral, and private funding opportunities. As a member of the New Business Development Team, the Officer will be assigned specific proposal opportunities and will contribute to the following:

Essential Duties and Responsibilities
- Lead efforts to gather and analyze intelligence regarding upcoming new business opportunities and support efforts to prepare the Foundation to successfully respond to solicitations.
- Analyze and lead the “go”/“no go” process for new funding opportunities across multiple funding sources.
- Coordinate the proposal development process and team from capture planning to proposal development and submission.
- Contribute to all aspects of proposal development including: opportunity analysis, partner negotiations, recruitment, preparing supporting documents, writing sections of technical narrative, and budget development.
- Support Foundation country offices to track trends in donor funding and shifts in donor priorities.
- Travel to Foundation country offices as needed to support proposal development and other resource mobilization initiatives.
- Provide other new business development support as requested.

**Required Qualifications**
- Minimum of two years of relevant experience with demonstrated success coordinating USG proposals.
- Experience in international health and development programs preferred.
- Proposal development experience required, evidenced by successfully awarded U.S. Government grants and/or contracts or awards from other public and private sources.
- Experience in the HIV/AIDS international public health arena preferred.
- BS/BA required, Master’s degree in related field preferred.
- Experience working in Africa preferred.

**Knowledge, Skills and Abilities**
- Proven ability to work effectively and multi-task as member of a dynamic inter-departmental team in a fast-paced environment.
- Demonstrated experience working with U.S. Government funding sources required; specific experience with resource mobilization from multilateral donors and private foundations preferred.
- Excellent communication and writing skills, with experience in drafting concept papers and proposals for international health programs.
- Excellent organizational skills, detail- and goal-oriented; creative problem solving skills, and ability to work towards specific targets and goals.
- French or Portuguese language skills preferred.
- Ability to travel to support country program teams, up to 30% travel required.