



Business Development Manager

Job Summary:

FHI 360 UK is the wholly owned UK subsidiary of FHI 360. FHI 360 is a global organization that mobilizes research, resources and relationships so people everywhere can access the opportunities they need to lead full, healthy lives. With collaborations in over 60 countries, we work directly with local leaders to advance social and economic equity, improve health and well-being, respond to humanitarian crises and strengthen community resilience.

FHI 360 UK currently has a UK based team and is seeking a Business Development role based in London with elements of travel when required. The role will directly report to the Managing Director. The position plays a fundamental role in FHI 360 UK's operating model, working across the organization to support the winning of new work. The key purpose of this role is managing all aspects of the pipeline and bidding process.

Market Intelligence

- Gather, monitor, analyse and regularly share relevant market intelligence to assist and inform FHI 360 UK decision-making and strategies.
- Support and advise technical leads and other colleagues with their efforts to gather and interpret market intelligence.

Relationship Management and Networking

- Create and manage partner and client relationships to promote FHI 360 UK's portfolio.
- Play an account manager role with select partners and clients and provide client/partner management support to other colleagues as needed.
- Attend external events to build relationships and promote the FHI 360 UK brand and capabilities.

Pipeline and Opportunity Management

- Proactively manage and grow the FHI 360 UK's pipeline, working closely with relevant technical leads.

- Implement and develop BD systems to promote and manage opportunity tracking, bid development / compliance, pipeline development, quality control.
- Play a leading role in opportunity assessment/screening and go-no-go decision making.
- Ensure all opportunities are appropriately resourced including capture and proposal development plans.

Bid Management

- Coordinate the preparation and submission of key proposals.
- On occasion, play leadership role on specific proposals (factors including complexity and value, thematic focus, and capacity).
- Facilitate bid development workshops with internal colleagues and/or with partners.
- Identify and engage in the selection of external partners and the recruitment of consultants.
- Participate in select proposals as a writer, particularly non-technical sections.
- Support the production of commercial budgets and proposals.
- Act as a reviewer as needed throughout the bidding process.
- Steer the bid review and feedback process, ensuring lesson learning across the company.

External Communications

- Attend / organize external events to raise brand awareness and build relationships with clients, partners and consultants.
- Oversee FHI 360 external communications (website and social media).

Knowledge and Skills

You will have a knowledge and appreciation of proposal management in the international development context as well as strong diagnostic, analytical and problem-solving skills and the ability to influence others of the benefits/importance of an idea or plan of action and to gain their support or commitment.

Essential:

Attend / organize external events to raise brand awareness and build relationships with clients, partners and consultants.

- Track record of successfully managing large value FCDO proposals
- 5 years of experience working in business development, preferably within an international development consultancy organisation

- 5 years of experience preparing technical and financial business proposals
- Strong understanding of the international development landscape
- Demonstrated experience in ensuring that quality standards and processes are applied.
- Excellent communication skills, both written and verbal
- Strong networking and negotiation skills
- Strong administrative and organisation skills with strong attention to detail
- Strong time management skills and ability to prioritise within a busy workload
- Strong IT skills including high level of competence with Microsoft Office

Desirable:

- Experiencing in developing a business development strategies and business plans
- Knowledge of developing business opportunities for FCDO

Education

Bachelor's Degree required, a Master's or other higher degree, or equivalent combination of education and work experience in relevant technical competency area, is preferred.

Working with us

This is a full-time role, with at least 3 days per week in FHI 360 UK's central London office (London Victoria).

Travel Requirements: dependent on projects, but potentially up to 20%

Applicants should be eligible to live and work in the UK.

How to Apply

If you are dedicated to making a difference in the lives of others and want to be part of a team committed to compassion and community impact, please submit your CV with a cover letter, highlighting your relevant experience, explaining why you are the ideal candidate. Email your application to **HR-1@FHI360UK.com** Include "Business Development Application" in the subject line.

The application deadline is 31st January 2024.

Equal Employment Opportunity

FHI 360 UK embraces diversity and promotes equal opportunities and access for all. We celebrate our differences and value one another –understanding that each person is an individual with visible and non-visible differences. Therefore, we welcome and encourage applications from everyone regardless of age, gender, ethnicity, disability, religion, sexual orientation, or gender identification.

Selection will be on merit. Persons with disabilities are encouraged to apply.
Only shortlisted applicants will be contacted.