

JOB DESCRIPTION AND PERSON SPECIFICATION

Role:	Business Development Officer
Location:	Remote in the UK, working from home, within commutable proximity of London preferred
Hours:	Full time or part time considered
Contract:	Fixed Term Contract for six months
Salary range:	£30,000 to £40,000 per annum
Reports to:	Business Development Manager

FHI 360 UK is the wholly owned UK subsidiary of FHI 360. FHI 360 is a global organisation 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 is seeking a Business Development Officer based remotely with elements of travel when required and occasional attendance at the office in London when required. The role will directly report to the Business Development Manager. The position plays a fundamental role in FHI 360 UK's operating model, supporting the Business Development Manager and wider technical teams to identify, position for, develop and submit high-quality funding opportunities. **The key purpose of this role is to provide support across the proposal management lifecycle, from pre-capture activities through to proposal submission.**

Pipeline, Capture and Opportunity Management

Working with the BD Manager to monitor funder opportunities and input and maintain the FHI 360 UK BD pipeline.

- Support BD Manager to maintain accurate and timely opportunity information in Salesforce, including pipeline stages, values, key dates, ownership, next actions and bid status.
- Support opportunity qualification and bid/no-bid processes by collating relevant information on strategic fit, client requirements, competition, partners, resourcing and timelines.
- Work with the BD Manager to adapt FHI 360 UK's capture and proposal processes to the needs of each proposal.
- Ensure that capture and proposal processes, timelines, and quality standards are effectively maintained.

Proposal Development and Bid Management

- Working with technical leads to support the preparation and submission of high quality proposals through end-to-end proposal management support.

- Work with BD Manager and technical leads to update and maintain FHI 360 UK capability statements and produce new capability statements as necessary
- Support the facilitation of bid design and review workshops, working with internal colleagues and external partners
- Manage consultants supporting proposal efforts, including contracting and burn-rate tracking. Work with the Business Development Manager to ensure that proposals are compliant with funder requirements, including conducting Due Diligence checks on proposed team members and partners
- Support the development of high-quality proposal content, including editing CVs, preparing team profiles, collating relevant project experience and evidence, and adapting corporate capability material for specific opportunities.
- Supporting on the recruitment of proposed team members
- Supporting in the development of commercial budgets

Relationship and Partner Engagement

- Support the management of partner and client relationships to promote FHI 360 UK's portfolio and business development objectives.
- Contribute to maintaining productive relationships with consultants, partners, and clients.
- Attending partner and funder meetings and events in London and elsewhere.

Knowledge and Skills

The successful candidate will have an understanding of proposal management within the international development sector, together with strong analytical, diagnostic, and problem-solving skills.

Essential

- Experience supporting the development of funding proposals for donor-funded international development programmes
- Experience assisting the preparation of technical and financial proposals
- Demonstrated experience in applying quality assurance standards and processes
- Excellent written and verbal communication skills, with the ability to engage effectively with partners, consultants, and clients.
- Strong administrative and organisational skills with excellent attention to detail
- Excellent time management skills and the ability to prioritise competing demands in a fast-paced environment.
- Strong IT skills including advanced proficiency with Microsoft Office applications

Desirable

- Understanding of the international development landscape
- Experience of supporting or leading on FCDO-funded bid opportunities
- Experience using CRM or pipeline management systems, ideally Salesforce.

Education

Bachelor's Degree or equivalent combination of education and work experience in relevant technical competency area.

Working with us

This role can be full time, or part time and job share will be considered. The role is fully remote with requirement to attend meetings and work at FHI 360 UK's central London office when needed.

Travel Requirements: up to 20%

Benefits:

- Stakeholder Pension
- Group life assurance and income protection plans
- Health cash plan
- Private medical insurance
- Generous annual leave allowance
- Flexible remote working

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

Applications: To apply, please send your CV and covering letter to **Jane Thirkettle** at jthirkettle@fhi360uk.com.

Deadline: 5pm on 18 October.

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 and can contact our HR support Jane Thirkettle (jthirkettle@fhi360uk.com) to request reasonable adjustments. Only shortlisted applicants will be contacted.