JOB DESCRIPTION

JOB TITLE: Business Development Manager

REPORTING TO: Director of Global Operations

Location: Bristol

Salary: £28,000-32,000

PURPOSE: Co-ordinates the work of TREE AID to maximise and manage institutional funding.

KEY OBJECTIVES

- To actively develop and manage the institutional funding portfolio producing regular progress reports for the Director of Global Operations and Management team.
- To co-ordinate preparation and submission of project proposals that secure institutional funding.
- To support Country Managers to engage proactively and strategically with key donors in country.
- To train and support TREE AID project teams in proposal development, donor compliance and reporting.

Responsibilities

1. To actively develop and manage the institutional funding portfolio producing regular progress reports for the Director of Global Operations and Management team. (40% of time)

   1.1 Coordinate the Institutional Funding Strategy and annual Action Plan;

   1.2 Identify and build relationships with a wide range of institutional donors including government departments and policy, and research organisations that may fund TREE AID’s programme;

   1.3 Maintain open and cordial communication with strategic institutional funding partners;

   1.4 Represent TREE AID in Institutional funding related European groups and networks.

   1.5 Monitor and track the progress of all identified funding opportunities ensuring that the stage gate process for approving investment in business pursuit is followed and that the relevant teams are alerted to potential opportunities;
1.6 Maintain project pipeline planning tool, ensuring that all speculative and anticipated project data is correct. Ensure all data, including financial data, is linked to the proposed project budget, and other relevant data information systems;

1.7 Ensure that feedback and learning from project bids – both successful and unsuccessful – is shared across the organisation and is used to inform future programme design.

2. **To co-ordinate preparation and submission of project proposals that secure institutional funding. (40% of time)**

2.1 Coordinate proposal development in the TREE AID UK office managing the proposal development budget to deliver against institutional income targets;

2.2 Work with the Operations team in the UK and Africa to identify and track emerging funding opportunities;

2.3 Lead planning for proposal development providing guidance and advice to project teams and establishing deadlines and milestones during the process.

2.4 Manage associate consultant contributions to proposal development as required.

2.5 Propose and implement process improvements to strengthen TREE AID’s ability to grow its institutional income.

3. **To support Country Managers to engage proactively and strategically with key donors in country. (10% of time)**

3.1 Support WA regional manager and country managers to prioritise in-country donors.

3.2 Accompany and support country managers to target and promote TREE AID effectively.

3.3 Integrate in-country donor feedback into annual work plans.

4. **To train and support TREE AID project teams in proposal development, donor compliance and reporting. (10% of time)**

4.1 Provide clear and concise guidance for Operations team for each proposal process.

4.2 Provide clear and concise guidance for Operations team in donor reporting and compliance requirements for each successful project.

4.3 Develop and implement training programme for Operations team in good practice in proposal development.

4.4 Provide ongoing mentoring and support to Country managers and their teams.

5. **Any other duties as required.**
PERSON SPECIFICATION

E = Essential
D = Desirable

Experience / Skills

- Knowledge of International Development issues that impact on TREE AID’s programmes. 
  
- Demonstrated knowledge of European and other Institutional donors with a successful track record of fundraising from Institutional donors.
  
- At least 3 years’ experience in the not for profit sector.
  
- Excellent written, analytical, research and proof reading skills
  
- High level of computer literacy (MS Word, Excel and power point), experience of using a database.
  
- At least 2 years’ experience in business development and project management roles
  
- Financial acumen and the ability to interpret and analyse financial reports
  
- Demonstrated success of institutional fundraising income generation
  
- Excellent working knowledge of French (written and spoken)

Competencies

- Very good interpersonal and communication skills, outgoing manner, able to establish easy relationships with a variety of people and to be confident dealing people in senior positions.
  
- Ability to manage oneself with minimum supervision, hold an awareness of own abilities and areas for development.
  
- Planning and decision-making, delivers on commitments and ability to make clear, informed and timely decisions appropriate to the role.
  
- Creativity and innovation: seeks out, develops and successfully implements new ideas, builds on proven approaches and learns from ongoing work to improve it.

Minimum Education and Experience required

- Relevant Bachelor’s degree / Master’s degree
Commitment to

- TREE Aid's aims, values and objectives
- Adaptable, prepared to travel to meetings, conferences and training etc in UK, and undertake work trips to programme countries