

JOB DESCRIPTION

Job Title:	Business Development Manager (commercial)
Location:	London
Reporting to:	Head of Funding
Grade and Salary:	£40,000- £45,737 gross per annum
Contract terms and hours:	37.5 hours per week
<p>Background:</p> <p>Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East.</p> <p>Saferworld's income has increased significantly over the last few years and currently stands at around £20m/year, primarily from statutory and institutional donors. 2021/22 will see us investing in the development of new income streams, so as to reduce our dependency on restricted grant funding. Commercial contracts already make up about 14% of our income and has been identified as an area for growth.</p> <p>There are increasing opportunities for our country-based programmes to respond to commercial opportunities (including through sub-contracting) and for our affiliates in the US, Europe and China to build up their own commercial portfolios. The Business Development Manager is a new post in our newly re-formed Funding Team. The post holder will work closely with our Country Programmes and Policy and Advocacy Divisions, as well as with the Conflict Advisory Unit, which currently manages most of our commercial activity.</p> <p>We are looking for an entrepreneurial candidate with solid new business development experience, ready to take on a new challenge in a fast-moving and dynamic environment.</p>	
<p>Job purpose:</p> <p>Support growth in Saferworld's commercial income and its contribution towards a more diversified and sustainable funding base.</p>	
<p>Roles and responsibilities:</p> <p>Commercial/new business development</p> <ul style="list-style-type: none"> • With the Head of Saferworld's Conflict Advisory Unit, assess organisational capacities, challenges and risks associated with growing commercial income and use this to inform our strategic approach and new business development • Identify potential niche areas for Saferworld market expansion, assess viable growth trajectories and support development of relevant bids and capacities in support of commercial business development <p>Proactive research and engagement</p> <ul style="list-style-type: none"> • Identify, map and prioritise opportunities to grow commercial income • Identify opportunities for Saferworld to participate in commercial frameworks and consortia arrangements • Co-ordinate and manage commercial framework bids and partnerships 	

- Monitor target clients trends and anticipate new procurement opportunities
- Position and promote Saferworld amongst and build relationships with potential competitors, partners and donors
- Identify, prioritise and work closely with and support colleagues in country programmes and affiliates to engage with and cultivate relationships with commercial agencies and potential donors
- Work with the Communications Team to produce compelling and engaging marketing materials

Processes and systems

- Assess internal processes and systems and recommend areas for strengthening/refinement to better support commercial activity
- Work with the Finance Business Partner to develop standard and competitive costings and fee structures

Programme/bid design

- Facilitate and co-ordinate tender design processes, including with colleagues from country programmes and, where necessary, lead on identifying and negotiating with partners
- Co-ordinate inputs from programme, finance and technical colleagues in to the production of high quality commercial bids and supporting documents (results frameworks, budgets)
- Review, feedback on and edit content for inclusion in commercial tenders where Saferworld is operating on a sub-contract basis
- Develop and review teaming and partnership agreements when working in consortia
- Negotiate fee rates with partners and donors to ensure cost recovery and fair profit share
- Offer support and advice and, if necessary, training to colleagues on approaches to commercial bids

Information management

- Ensure that information on key donors and contractual information is kept up to date and accessible on Saferworld's systems
- Summarise and ensure relevant colleagues are informed of contractual donor requirements

Contract reporting

- Review and co-ordinate donor/partner reporting and ensure timely submission
- Support donor/partner stewardship, including raising and negotiating issues related to live contracts, e.g. contract budget revisions and, extensions

Team tasks

- Support Funding Team colleagues during peak workloads
- Keep up to date and share information on trends and developments in the commercial contracting market
- Participate in external networking and bring donor intelligence back in to the team
- Monitor and input in to team and organisational key performance indicators

Key working relationships

Alongside building up strong relationships with commercial contractors and relevant networks, the post will require support from and regular contact with members of the Conflict Advisory Unit, the Executive Management Team and country and regional heads. Strong working relationships will also be critical for mobilising support from Finance, Programmes, Policy and Advocacy, Research and Communications Teams. With our ambition to grow commercial activity via our affiliates, Heads of Offices in Washington, China and Brussels will be key stakeholders along with their Boards and the board of Saferworld.

Scope and accountability

Decision making and limits of authority	<ul style="list-style-type: none"> • Lead decision making processes around commercial opportunities, consulting with and bringing relevant colleagues together
Financial resources	<ul style="list-style-type: none"> • Oversee the development of high quality commercial budgets, maximising profit/overhead recovery, for which strong budgeting skills are required
Other resources	<ul style="list-style-type: none"> • Input timely and accurate information on the funding database

People management	<ul style="list-style-type: none"> No direct people management, but the ability to mobilise, support and raise awareness of colleagues to the merits of commercial contracting as a complementary income stream for their programme work
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> Synthesise and ensure relevant colleagues understand compliance requirements related to specific contracts, including ensuring donor/lead agency and Saferworld safeguarding and security standards are adhered to
Person specification	
Knowledge, qualifications and experience <ul style="list-style-type: none"> Degree or relevant experience of working in the international development sector Sound experience of commercial tendering experience (FCDO, USAID, bilateral and multilateral donors) Experience of working with commercial partners in both lead and sub-contracting roles Experience of commercial programme development processes and tools (results frameworks, theories of change) Significant experience of producing high quality and complex funding proposals/commercial bids 	
Skills and abilities <ul style="list-style-type: none"> Understanding of commercial and financial principles Proven ability to work on own initiative, meet tight deadlines and work under pressure Strong negotiation skills Excellent written, interpersonal and communication skills Enthusiasm to work with staff based in different countries and time zones Organised approach with meticulous attention to detail Ability to travel as required 	
Personal qualities <ul style="list-style-type: none"> A flexible and strong team player Pragmatic, measured and analytical in approach Commitment to and compliance with Saferworld's safeguarding principles Entrepreneurial approach and a drive for results Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work Commitment to own continuing personal and professional development Commitment to the vision, mission and values of Saferworld 	
Other requirements <ul style="list-style-type: none"> Ability to travel overseas for short periods Experience of working in the private sector in a similar capacity desirable 	
Application process <p>To apply: Download and complete an application form at http://www.saferworld.org.uk/jobs/jobs and send to Stuart Milliner at stuart@thetalentset.co.uk</p> <p>Deadline for applications: 16 September 2021</p>	