



## MANAGER, BUSINESS DEVELOPMENT JOB DESCRIPTION

**Hours:** Full-time

**Location:** Washington, DC/VA/MD area preferred but not required

**Salary:** Commensurate with required and qualifications

### OUR COMPANY:

WI-HER, LLC is an international consulting firm that identifies and implements creative solutions to complex development challenges to achieve better, healthier lives for all persons. We employ an integrated, multisectoral approach that works across sectors to improve outcomes and achieve sustained development. WI-HER, LLC is a woman-owned small business based in Vienna, VA. Our office is fully remote at this time.

### PRIMARY PURPOSE:

This is a unique opportunity for an individual with strong business development experience, interest in global development, and a passion, and desire to grow a small business. The candidate would work closely with the Company's President and execute the Company's Business Development strategy. Generally, this candidate will lead the full cycle of new business development, including identifying, cultivating and tracking new business opportunities and managing and writing proposals.

**DISCLAIMER:** The below is an outline of generally the candidate we're looking for, and roughly the responsibilities we'd like fulfilled by this position. But in truth, we're not sure exactly what this role is going to look like long term, other than: we absolutely need this role long term, likely with more ownership and responsibility attached.

The individual who is the right fit for this role will not only need to be okay with some ambiguity and uncertainty as we figure out the exact scope of the role together, but will be excited by the opportunity: to apply your experience, determination, and creativity towards building out a new role that both creates leverage for our leadership team and helps us achieve WI-HER's mission in creating healthier and better lives for all persons in the communities we serve.

### PRIMARY RESPONSIBILITIES:

- Conduct background research on prospective donors, including regular checks for relevant news and publications and attending relevant events.

- Monitor funding trends in WI-HER'S focus areas (e.g., global health, GESI, sexual harassment training, trafficking prevention, etc.) and countries.
- Develop new partnerships by contacting potential partners, exploring opportunities; defining and negotiating business relationships; developing and negotiating partnership agreements.
- Track all funding opportunities and evaluate potential new business opportunities by assessing landscape, requirements, potential, fit, and financials.
- Lead business development meetings and provide detailed and strategic analysis of opportunities.
- Improve and streamline business development processes.
- Manage multiple, simultaneous bids, depending on bid size and complexity.
- Lead proposal development including proposal outlines, summary of requirements, win themes/competitive advantages, and production calendar.
- Provide guidance to team members to write proposals, including technical sections, capability statements, past performance references, and staffing background and ensure compliance with award contractual/granting requirements.
- Support all stages of proposal recruitment.
- Participate in developing proposal budgets.
- Ensure effective and ongoing communication among partners and collaborators throughout the proposal development process.
- Represent WI-HER at meetings, forums, and public presentations, as appropriate.

## QUALIFICATIONS

*In order for this role to operate effectively, the following requirements must be met:*

- Advanced degree (Masters or equivalent degree preferred) in International Development, Public Health, or related degree.
- 2-4 years of direct experience leading the management, coordination, and submission of Business Development for USAID and other donor funded projects.
- Advanced knowledge of Excel, PowerPoint and Word.
- Resourcefulness in setting priorities and proposing new ways of creating and improving processes in business development.
- Ability and desire to collaborate with a diverse, multicultural and multidisciplinary team.
- Have a demonstrated ability to handle confidential information and use discretion in communicating potentially sensitive information with clients, team members, and the company's broader network.
- Have crystal clear professional written and verbal communication skills with the ability to work with clients, partners, vendors, and internal team members alike.
- Have exacting organizational standards and a calm and friendly, yet persistent follow-up focus in order to ensure things get done on time.

- Have a demonstrated ability to rapidly adapt to new systems and processes, as well as learn independently as needs come up.
- Have solid proficiency with the full Google Suite of products.
- Ability to embrace risk and ambiguity, and to take start-up projects from concept to completion.
- Ability to work collegially within a high-performing team.
- Have a strong, consistent internet connection and a work environment conducive to video calls.

*Preferred, but not required qualifications include:*

- Language skills.
- Knowledge of GSA Schedule and compliance.
- Prior work with a disadvantaged small business or similar organization.
- Familiarity with GESI work, global health, rule, education or rule of law projects.

## **NEXT STEPS**

For immediate consideration, please apply [here](#). Please direct any questions to [apply@wi-her.org](mailto:apply@wi-her.org). Please indicate your name and position in the subject line.

*WI-HER is committed to fostering a diverse, multicultural work environment and welcomes a range of backgrounds, life experiences, perspectives, and opinions. WI-HER provides equal employment to all and has zero tolerance towards discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, national origin, citizenship, age, marital status, disability, medical condition, or any other characteristic protected by state or federal laws.*