



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Business Development Manager
REPORTING TO	Country Manager & Director Business Development
DEPARTMENT/UNIT	Business Development
DUTY STATION	Kampala, Uganda

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organization; currently implementing more than 180 programs, reaching more than 40 million people across 35 African countries; and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of ***‘Lasting health change in Africa’*** and its mission ***‘To catalyze and drive community-led and people-centered health systems while addressing social determinants of health’***. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

JOB PURPOSE

The Business Development Manager will be responsible for providing oversight and coordination of donor engagement, all fundraising and proposal writing. S/he will work with staff from Amref Health Africa in Uganda (including programs, finance, fundraising, and M&E) and liaison with the Business Development team at HQ to develop and submit high quality institutional and high value donor proposals and tender bids that are aligned with defined priorities, demonstrate impact, and offer value for money. S/he should be proactive in identifying new and non- traditional sources of funding from a range of institutional donors and working to leverage Amref Health Africa's funding prospects. S/he will build the capacity of Amref Health Africa In Uganda staff in developing and managing strategic consortium partnerships with other NGOs and private sector organizations where appropriate. S/he will liaise with the BD counterparts at HQ in implementing the Amref Health Africa In Uganda's Fundraising Strategy and Operational Plan.

DUTIES AND RESPONSIBILITIES

Organizational Development, Strategy and Communication

- As a member of the Senior Management Team (SMT), participate in SMT meetings and contribute to the overall development, implementation and review of the Amref Health Africa in Uganda, Country Strategy, Fundraising Strategy and Plan.
- Build and maintain positive working relationships with SMT members and ensure there is effective coordination of all activities
- Represent Amref Health Africa In Uganda externally and provide inputs to all fundraising related activities when required, including participation on task forces, training courses and conferences
- Develop a Fundraising Strategy and Operational Plan in consultation with the BD Director that meets the strategic requirements of the CSP in consultation with Country Manager and key program staff

Donor Engagement and partnership building

- Networking with strategic donors, collecting strategic intelligence on opportunities, updating the donor contacts and database, and liaising with key in-country and international donors
- Coordination of the proposal development process and pursuit of funding opportunities in liaison with the Uganda country office, HQ BD team and Europe and North America counterparts.
- Advise program and program quality teams, finance, working groups on relevant donor requirements/compliance, potential funding opportunities, changes in donor priorities and ensuring quality grant management for all related projects.

- Act as the interface between finance and program quality teams to ensure grant compliance
- Ensure fundraising staff have individual work plans and up to date development plans.

Institutional and High Value Fundraising

- Building strong relationships with fundraising staff in Funding Affiliates & Europe, North America offices and liaise with them on all fundraising-related communications.
- Work closely with all the Funding Affiliates & Europe, North America offices and relevant program departments to ensure high quality and timely submission of proposals and concept notes, Project Report/Project Progress Reports to donors and funding affiliate
- With support from program team and Country Manager identify and facilitate opportunities for relationship building with key donors
- Identify and nurture relationships with strategic partners (CSOs, academic organizations and private sector firms) to increase Amref Health Africa In Uganda's chances of success in partnering with strong partners for competitive calls for proposals and tender bids
- Coordinate and oversee efforts to secure co-financing for all institutional and high value grants

Proposal Preparation and Coordination

- Provide support in the collection and presentation of information on funding opportunities (from specific websites, publications, the press, and other sources) to inform bid decision
- Coordinate and provide input to finance to support the completion of the cost application in alignment with the narrative proposal
- Manage proposal review process and work closely with finance to check for budget alignment, responsiveness and compliance with donor guidelines
- Build effective working relationships with partners on proposal bids; support the management of consultants recruited to support proposal development
- Support the recruitment process to ensure identification and inclusion of qualified key personnel in proposals
- Contribute to collecting and sharing proposal process lessons learned after the submission; coordinate program design hand over to program manager(s).

Post Submission

- Contribute to collecting and sharing proposal process lessons learned after the submission; coordinate program design hand over to program manager(s).

External Engagement and Networking

- Identify international, and local partners for future opportunities; Develop and Cultivate strategic partnerships that grow Amref Health Africa in Uganda
- Identify international and local partners for future opportunities; and work with the country teams, business units, Europe, and North America offices to gather, update and share intelligence on upcoming opportunities, pipelines and donor priorities.
- Conduct client outreach and follow up with subject matter experts for organizing Meeting; support technical advisors to develop organizational capability statements in coordination with the communications team.
- Work collaboratively with team members when assigned to work as part of a team
- Networking with strategic donors, collecting strategic intelligence on opportunities, updating the donor contacts and database, and liaising with key in-country and International donors
- Arrange client meetings and calls with partners

REQUIRED QUALIFICATIONS, EXPERIENCE & SKILLS

Education and Professional Qualifications

- A Masters degree in social sciences, humanities, public health, development studies, human rights, political science or other relevant discipline

Required Experience

- At least eight (08) years of experience with an NGO in a senior business development/program funding position(s) involving proposal development and donor liaison
- Five or more years of experience working on USG proposal responses as a prime or sub-partner, including participating in capture efforts, writing relevant sections of proposals, and developing proposal budgets

- Experience of developing successful proposals and/or tender bids to Institutional donors, Foundation and Private Funders

Knowledge, Skills and Competencies

- Demonstrated strong writing, editing and communication
- Ability to lead complex proposal development teams
- Detail-oriented, flexible, and able to handle multiple concurrent tasks.
- Able to work independently as well as part of a team.
- Keen interest and excitement in business development with a willingness to learn and ambition to take on positions of increasing responsibility
- Excellent interpersonal, communication and negotiation skills to work effectively in a multi-cultural environment,
- Ability to prioritize own workload and work with minimal supervision
- Results Oriented
- Quick learner willing to go the extra mile to achieve deadlines.
- Excellent writing, reasoning and analytical skills
- Capacity building experience including training and skills development
- Experience of developing successful proposals and/or tender bids to Institutional donors, Foundation and Private Funders
- In-depth understanding of logical frameworks as a tool to develop theory of change and intervention logic
- Ability to lead complex proposal development teams

Languages

- Excellent English language skills (written and spoken)

Compensation

This role attracts internationally competitive benefits including relocation for internationally recruited staff.

Application Procedure:

*Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. **The closing date for submitting applications will be Wednesday March 13 , 2024.***

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an @amref.org address.

Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.