



**Position Title:** Director of Business Development – International Programs

**Reporting to:** Vice President of International Programs

**Employment Type:** Full time, Salaried, Exempt from Overtime

**Salary Range:** \$95,000-\$110,000

**Anticipated Start Date:** February 1, 2024

### **Summary**

Reporting to the Vice President of International Programs, the Director of Business Development provides strategic oversight and support to PMC's current country programs' fundraising and partnership development efforts. While serving as a mentor to the Program Managers and Country Teams on business development processes, the Director of Business Development guides current country-level research on and assessment of potential partnerships, coalitions, and funding opportunities for PMC.

### **Who You Are:**

- Skilled communicator who has worked closely with global teams to develop new, impactful, mission driven programming.
- Able to gather and analyze first-hand and secondary information, using analysis to frame opportunities and challenges to enable stakeholders in the strategy development process to participate effectively.
- Experienced in bringing together diverse viewpoints, while posing recommendations and developing a final product.
- Able to execute on strategy implementation while remaining open to emerging opportunities.
- Demonstrated expert in partnership engagement, with an active network among representatives of large and small international NGO's.

### **Key Responsibilities**

#### *Business Development – Current Countries*

- Lead on business development initiatives for International Programs (IP): work with Program Managers and Country Teams to determine the best lead for the Bid Manager role and support the Bid Manager in their efforts to lead the Business Development opportunity. This may include taking on the Bid Manager position or mentoring the Program Manager or Country Team.
- Support the design process, working with Country Teams and PMC teams to develop a process that supports submission of competitive and compliant proposals.
- Oversee and advise on the timely creation of proposals in response to local donor interests, including proposal writing, refinement, and/or proofing.

- Mentor, train, and strengthen the capacity of the International Programs team on business development initiatives, landscape mapping and tracking.
- Support the grant negotiation process.
- Strengthen quality assurance and design processes to ensure submission of competitive, compliant, cost effective, and mission-oriented proposals.
- Explore strategic entry points for PMC programming to move the needle on targeted behaviors in each country and map these points with local and regional donors in collaboration with Program Managers and Country Directors.
- Support Country Teams to develop program designs and “next step” approaches that can be pre-designed and written to be matched with donors.
- Support senior staff to develop realistic and stretch restricted revenue pipeline targets based on knowledge of industry trends and upcoming funding opportunities.
- Support IP team with ongoing donor and stakeholder relationship building, as needed.
- Prepare and monitor annual restricted revenue forecasts.
- Coordinate PMC engagement in consortium bids for published tenders in collaboration with PPD.

#### Work-Planning

- Support and provide input into the development of the annual Strategic Initiatives Plan (SIP) for International Programs.
- Support strategic plan implementation with regard to program development and partnerships, creating and delivering on an annual workplan, with clear targets.
- Keep abreast of literature on current events, conferences, media, population, and international development issues and share relevant opportunities with Program Managers and Country Teams.

#### Communications Management

- Work with Marketing & Communication and IP teams to create communication products and marketing materials to support outreach efforts.
- Contribute to quarterly partnership newsletter and partnership recipient list.
- Contribute data on NBD status reporting.

#### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### **Education and/or Experience**

Bachelor's degree in social science, public health, international relations, communications, or a related field (Master's degree preferred); or three to five years of experience in international development or relevant non-profit context; or equivalent combination of education and experience. Five to ten years of overall professional experience preferred.

An interest in and understanding of behavior change communications, a keen appreciation for media as a powerful tool for social change, and commitment to global population stabilization and related social and health goals are required.

**Skills and Abilities**

- Excellent research, writing, editing, and presentation skills
- Expertise in partnership engagement
- Written and spoken proficiency in English and French is required.
- Working knowledge of Adobe Creative Suite Design software and MS Office Suite.

**Location:** The position is suitable for telecommuting from a home office.