

# Regional Business Development Manager, Pacific

## Position Description

<b>Reporting to:</b>	Pacific Regional PDQ Director	<b>Work location:</b>	Aus/NZ/Pacific
<b>Department:</b>	International Programs	<b>Budget holder:</b>	No
<b>Team:</b>	Pacific Regional Office	<b>Direct reports:</b>	Nil

## Role Purpose

Save the Children Australia (SCA) is seeking applications for a Regional Business Development Manager to support our Pacific region and our Pacific Country Offices to grow Save the Children funding and partnerships. The Regional Business Development Manager will report to the Pacific Regional Program Development and Quality Director with a dotted reporting line to the Head of Partnerships and Resource Mobilisation.

The BD Manager will be responsible for supporting proposal development, streamlining proposal development processes, managing our pipeline tracking system, and supporting our engagement plans across members, donors, implementing partners and other necessary stakeholders.

The post holder will be expected to work across the Regional Office, Country Offices as well as Member Offices (Australia, Fiji and New Zealand) in the region as necessary and be the primary Regional Office support to our Country Offices for all BD best practices and capacity building efforts.

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

## Key Areas of Accountability

### Role requirements

#### Funding strategy / pipeline development – 40%

- Support each Pacific Country Office in implementing Country Funding Strategies and Donor Engagement Plans, linked to the Country Strategic Plans, as well as supporting humanitarian preparedness and response needs.
- Drive and accelerate sustainable portfolio growth for Save the Children within the Pacific region, working in alignment with three Member Offices: Australia, Fiji and New Zealand.
- Facilitate conversations with PDQ, TA, humanitarian and operations teams to gather intelligence, assess competitiveness, support decision-making on Go/No Go decisions, and adequately resource teams for pursuing all strategic funding opportunities.
- Maintain and build capacity in systems or processes for collecting donor, implementing partner, and competitor intelligence and information.

#### BD Capacity Building – 30%

- Ensure best practice ways of working by establishing a regional BD Community of Practice and embedding best practice into country ways of working.

- Provide hands-on support to PDQ staff and finance teams with capacity building around business development, including proposal writing for humanitarian and development programs.
- Establish continuous learning efforts in order to implement best practices and learn from process so future BD efforts in humanitarian and development programs are improved.

### **Donor Relationship Management – 20%**

- Support the Country Director, PDQ Director, and technical teams to build strong relationships and funding partnerships.
- Proactively identify opportunities for CO strategic engagement with institutional donors at country level in order to facilitate technical programme exchanges, influence policy and thinking, and identify key areas of potential cooperation, including programme funding.
- Represent Save the Children as needed with key institutional, corporate, foundation and other donors in the Pacific region, as well as in key Member Offices.
- Ensure teams have best practice approach and system to planning, and undertaking stakeholder engagement with identified prospects and ongoing key partnerships.

### **Forming Partnerships – 10%**

- Proactively guide and support PDQ and TE teams where necessary to rigorously assess the strengths and weaknesses of potential strategic partnerships for programme development and implementation.
- Support country leadership's strategic decision making to form programming consortia which strengthen both programming and resource mobilization outcomes.

### **Health, Safety, Security and Risk Management**

- Be a role model for safety and security, including complying with all safety instructions and training given at the workplace.
- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace
- Participate in, and contribute to, health and safety awareness and improvements
- Report all incidents, injuries and potential hazards in a timely manner
- Be aware of, and consider, the risks associated with your team's everyday work and ensure appropriate mitigation measures are applied

### **Child protection and safeguarding requirements**

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

## **Person Specification**

### **Essential knowledge or experience**

1. 5+ years demonstrated experience identifying and securing funding from DAC/non-DAC government donors, multilateral agencies, corporate donors and/or foundations.
2. Demonstrated experience in leading assessments of funding landscapes, and developing programme funding strategies to meet strategic goals, ideally in the Pacific.
3. Highly developed networking skills and ability to form productive working relationships with external donor agencies.

4. Highly developed interpersonal and communication skills including communicating with impact, influencing, negotiation, mentoring and coaching.
5. Demonstrated ability to work effectively in cross-functional teams with the ability to prioritise and a proven history of delivering results.
6. A high degree of flexibility and adaptability in order to respond to changing needs.
7. Fluency in English and excellent writing skills

**Desirable knowledge or experience**

1. INGO experience and an excellent grasp of operational issues.
2. A strong understanding of funding mechanisms for development work such as Save the Children's.

**Required qualifications and/or accreditations**

1. Master's degree in international development, business administration, public administration, or related qualifications
2. Background in business development, donor and relationships management, strategic portfolio analysis and change management required

<b>Driver's Licence:</b>	Not required	<b>Travel:</b>	Required 25%
<b>Working with Children Check:</b>	Required	<b>Assets:</b>	Nil