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| **ROLE PROFILE: WCA Business Development Advisor** | |  |
| Position Title: | WCA Business Development Advisor (656839772) |

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| **Team** | Programme Funding | **Grade** | P3 |
| **Reports To (Title)** | WCA Head of Programme Funding Resource Mobilisation (PFRM) | **Contract Length** | Permanent |
| **Location** | Senegal, any approved Save the Children International office location in WCA, Europe. | **Time-zone** | Central (GMT + / - 3) |
| **Languages** | English, French | **Headcount:** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  To provide strategic leadership and direction on all Programme Funding matters across Save the Children. Optimise and align our local-to-global programme funding portfolio and drive continuous improvements in our capabilities, funding practices and donor partnerships. Blend art and science to turn insights into action. Collaborate extensively across the movement, and partner closely with key stakeholders, both within and beyond StC, to directly inform, shape, and connect key strategic programme funding trends and initiatives that advance the movement's Global Strategy and Global Funding Framework ambitions.  **Role purpose**  To provide expert business development support and guidance that, in actively collaborating with and enhancing Country and Member efforts, helps securing Country Strategy aligned Programme Funding. This globally available WCA-focused Business Development Advisor role, directly enables the growth of Country income across the whole business development cycle, including proposal development, bid writing and strategic business development oversight of key funding relationships and opportunities. By actively collaborating with Members and Implementing Country Offices in WCA and beyond, this position ensures a systematic, high-quality and globally consistent approach to identifying, qualifying, and tracking Programme Funding and Donor Partnerships and their opportunities, aligned with Country Funding Strategies that directly contribute to the local-to-global objectives of Save the Children International. |

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| **Principal Accountabilities** |
| * Support in the development and delivery of country-specific business development activities (including but not limited to country donor relations, partner development, opportunity identification, capture planning, prepositioning, proposal development and bid writing) that help Country Offices secure priority, flagship funding opportunities aligned with their Country-specific priorities and the global objectives of Save the Children International. * Provide expert guidance and support to country Implementing offices on the preparation and submission of high-quality, competitive funding proposals; this includes directly leading on cross-functional proposal development and bid writing as is needed. * Where appropriate, help country/implementing offices foster and maintain relationships with key Members, donors and partners, ensuring that communication and interaction are consistent with Save the Children's values of integrity and collaboration. * Monitor and analyse emerging funding trends and opportunities, offering strategic recommendations to country offices and/or the wider BD and programme funding community to adapt and respond effectively as may be appropriate. * Where appropriate, support country offices in the development of stakeholder engagement plans and country funding strategies, enhancing Save the Children's visibility and partnership strength in diverse contexts. * Actively report on any key issues risks related to country funding gaps, business development capacity, or other that may risk the programme funding sustainability of Country Offices in the region. * Ensure compliance with all Programme Funding requirements and organisational policies, including those related to diversity, equity, and inclusion, to uphold Save the Children's commitment to integrity and accountability |

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| **Budget** |
| none |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: 0  Manager of a team: no  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: Yes  Percentage of required for travel: Up to 20% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)  COs, IPOps, OHT, AMDC, I&I TE, IP Finance  **External**  Agencies, consultants, freelancers, NGO peers |

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| **Competencies** |
| * Delivering results: Takes personal responsibility and holds others accountable for delivering our ambitious goals for children, continually improving their own performance or that of the team/ organisation. *(Accomplished)* * Applying technical and professional expertise: Applies the required technical and professional expertise to the highest standards; promotes and shares best practice within and outside the organisation. *(Accomplished)* * Working effectively with others: Works collaboratively to achieve shared goals and thrives on diversity of people and perspectives; knows when to lead and when to follow and how to ensure effective cross-boundary working. *(Accomplished)* |

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| **Experience and Skills** |
| **Essential Experience:**   1. Proven abilities in designing and implementing successful business development strategies at scale in humanitarian and/or development sector within and/or across the region; with substantial experience in securing programme funding and building donor partnerships which align with organisational funding goals and programme impact objectives. 2. Substantial experience in preparing and managing high-quality, competitive funding proposals at scale, leading cross-functional teams to develop complex and successful bids to institutional and/or private sector donors relevant to the region – which may include donors such as USAID, EU, SIDA, WFP, UNICEF, and/or the World Bank. 3. Extensive experience working in multi-cultural environments and liaising with diverse stakeholders including donors, partners, and government entities. 4. Experience in implementing successful stakeholder engagement plans to enhance visibility and build partnership in diverse contexts.   **Desirable Experience:**   1. Experience of working in a country / implementing office or regional office of SCI/A or equivalent 2. Demonstrable experience in providing strategic oversight of key funding opportunities and ensuring alignment with organisational objectives. 3. Experience in monitoring emerging funding trends and making strategic recommendations. 4. Demonstrated cultural competence and the ability to work effectively across different cultural contexts.   **Essential Skills:**   1. Strategic Thinking: Strong analytical skills with the ability to think strategically and globally. Ability to set ambitious and challenging goals, while taking responsibility for personal and team development. 2. Relationship Management: Ability to build and maintain effective relationships with colleagues, members, external partners, and donors. Values diversity and collaboration as sources of strength. 3. Communication: Excellent communication skills, both written and verbal, with the ability to articulate complex ideas clearly and persuasively to different audiences. 4. Proposal Development: Expertise in guiding the preparation and submission of high-quality and competitive funding proposals, including strong writing, editing, and project management skills. 5. Financial Acumen: Solid understanding of financial planning, budget management, and donor compliance requirements. 6. Negotiation and Influencing: Strong negotiation skills with the ability to influence stakeholders at different levels.   **Desirable Skills:**   1. Leadership: Proven leadership skills with the ability to inspire and guide cross-functional teams, fostering a culture of accountability, ambition, creativity, and integrity. 2. Problem-Solving: Ability to develop and encourage new and innovative solutions, while willing to take disciplined risks. Ability to assess the opportunities and risks a bid may present and build in appropriate mitigations. |

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| **Education and Qualifications** |
| **Essential**   * Education: Educated to degree level or equivalent professional experience - in international development, business administration, economics, marketing, or a related field. * Multi-Language Proficiency: While English & French is essential for this specific vacancy, proficiency in other languages commonly used in SCI/A programme funding operations, such as Spanish or Arabic, is desirable. Other relevant languages would also be a distinct advantage. * CPD: Commitment to continuous professional development to stay updated with the latest trends in programme funding and business development. * Travel: Willingness and ability to travel to different country offices as required.   **Desirable**   * Certification or training in international development, programme management, programme funding/fundraising and relationships management * Accredited membership of relevant professional bodies is desirable |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 1: A basic criminal record background (DBS) check is required/equivalent police record check. |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
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