



BUSINESS DEVELOPMENT ASSOCIATE JOB DESCRIPTION

Last updated November 30, 2021

Hours: Full-time
Location: Negotiable
Salary: Commensurate with required and qualifications

Company Description

WI-HER LLC (Women Influencing Health, Education, and Rule of Law) is an international consulting firm that identifies and implements creative solutions to complex health and social challenges to achieve better, healthier lives for women and men, girls and boys. We employ an integrated, multisectoral approach that links health with education, rule of law, and agriculture to improve health outcomes and achieve sustained development. WI-HER LLC is a woman-owned small business based in the Washington, DC area.

Roles and Responsibilities

WI-HER LLC is seeking a Business Development Associate to support the Business Development Manager throughout the full cycle of new business development, including identifying, cultivating and tracking new business opportunities and managing and writing proposals. The Business Development Associate works independently, with guidance, and collaboratively to complete the following primary tasks and responsibilities:

BD maintenance and capacity

- Review, monitor, and track GovTribe opportunities on a daily basis
- Support BD manager to track all funding opportunities and evaluate potential new business opportunities by assessing landscape, requirements, potential, fit, and financials
- Maintain and update global partner matrix
- Maintain and update PipeDrive
- Develop and maintain (as needed) consultant database
- Develop and maintain (as needed) staff expertise database
- Develop and maintain resource libraries for proposals, capex statement and RFIs
- Support BD Manager to coordinate Resource Wednesdays feed into BD
- Support BD Manager to develop and deliver a continuous BD training for WI-HER staff
- Develop and maintain (every quarter) BD scoping document for our countries of operation and priority countries
- Conduct research and prepare briefs on prospective donors, including regular checks for relevant news and publications and attending relevant events
- Other ad hoc support as needed

RFI and proposal (prime and sub) development, coordination, and submission

- Read through RFI/P/A to confirm response eligibility and specs
- Based on specs, develop appropriate compliance matrix, templates and other tools needed to develop the submission
- Coordinate and follow up with internal technical, finance, and administration team to ensure timely and quality development
- Support BD Manager to finalize draft (using template and compliance matrix) for BD manager and President review and submission

- Send confirmation of submission to the internal and external (where appropriate) team with thanks
- Save final proposal and confirmation of receipt(s) in the Google Drive folder
- Add final document to appropriate Resource Library and save with the appropriate information
- Work with BD manager on continuously improving RFI and proposal development (sub and prime) process
- Other ad hoc support as needed

Operational and administrative

- Attend external partner meetings with BD Manager, take meeting minutes, and save communications on PipeDrive
- Track follow up and progress of partner relations and management
- Quarterly check ins with WI-HER staff on partners (global and country level) to update global partner matrix
- Other ad hoc support as needed

The Business Development Associate reports to the Business Development Manager. The position location is negotiable.

Qualifications

- Bachelor's degree in Business, Marketing, or related field. Advanced degree (Masters or equivalent degree preferred) in International Development, Public Health, Public Policy, or related degree preferred
- One to three years of experience; international work experience preferred
- Experience writing proposals and managing business development processes preferred
- Knowledge of USAID and other donors preferred
- Excellent written and verbal communication skills.
- Facility with at least one WI-HER focus area: gender, health, education, or rule of law
- Proficient in English, spoken and strong writing and communication skills. Other languages preferred
- Computer skills in Microsoft Office and Google Drive
- Ability to multi-task, work efficiently and effectively in a dynamic, fast-paced virtual environment, with superior organizational skills and attention to detail
- 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

How to Apply

For immediate consideration, please forward your CV and cover letter to apply@wi-her.org, copying rgutierrez@wi-her.org, and indicate your name and "Business Development Associate" in the subject line. Applications due by December 31, 2021 (or until filled). Interviews will be held on a rolling basis.

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.