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| **ROLE PROFILE: MENAEE Business Development Advisor** | |  |
| Position Title: | MENAEE Business Development Advisor (Position ID 795151779) |

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| **Team** | Programme Funding | **Grade** | P3 |
| **Reports To (Title)** | Programme Funding Deployment Manager | **Contract Length** | Permanent |
| **Location** | Egypt, - Any existing SCI office location in the MENAEE Region | **Time-zone** | UTC-UTC +3 |
| **Languages** | English (Required); Arabic (Preferred) | **Positions available:** | 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 roving role directly enables the growth of Country income through well-coordinated, competitive proposal processes and strategic oversight of key funding opportunities. By actively collaborating with Members and Implementing Country Offices, this position ensures a systematic, high-quality and globally consistent approach to identifying, qualifying, and tracking Programme Funding and Donor Partnership 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** |
| 1. Support in the development and delivery of country-specific business development strategies (inc capture planning) to help secure priority, flagship funding opportunities that align with both country-specific priorities and the global objectives of Save the Children International. 2. Provide expert guidance and support in the preparation and submission of high-quality, competitive funding proposals, including the coordination and oversight of cross-functional proposal development teams. 3. Where appropriate, help country/implementing offices foster and maintain relationships with key donors and partners, ensuring that communication and interaction are consistent with Save the Children's values of integrity and collaboration. 4. Monitor and analyse emerging funding trends and opportunities, offering strategic recommendations to country offices to adapt and respond effectively. 5. 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. 6. 6. 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:   * Foundational Experience: Proven abilities in business development and proposal writing in the humanitarian and/or development sector. * Proposal Development: Proficient experience preparing and managing high-quality, competitive funding proposals with international institutional and/or private sector donors - such as USAID, EU, SIDA, BMZ/GIZ, FCDO, and the World Bank. * Strategy Development: Significant Experience in designing and implementing business development strategies that align with organisational goals and objectives. * Multi-cultural Contexts: Extensive Experience working in multi-cultural environments and liaising with diverse stakeholders including donors, partners, and government entities. Funding and Donor Relations: Substantial experience in securing funding and building donor partnerships in the international development sector, particularly with institutional and governmental donors. * Cross functional Collaboration: Considerable experience in coordinating and leading cross-functional teams to develop complex funding proposals. * Strategic Oversight: Proficient experience in providing strategic oversight of key funding opportunities and ensuring alignment with organisational objectives. * Stakeholder Engagement: Experience in implementing stakeholder engagement plans to enhance visibility and partnership strength in diverse contexts. * Monitoring and Evaluation: Experience in monitoring emerging funding trends and making strategic recommendations. * Cultural Competence: Demonstrated cultural competence and the ability to work effectively across different cultural contexts.   Skills:   * 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. * Relationship Management: Ability to build and maintain effective relationships with colleagues, members, external partners, and donors. Values diversity and collaboration as sources of strength. * Communication: Excellent communication skills, both written and verbal, with the ability to articulate complex ideas clearly and persuasively to different audiences. * Proposal Development: Expertise in guiding the preparation and submission of high-quality and competitive funding proposals, including strong writing, editing, and project management skills. * Financial Acumen: Solid understanding of financial planning, budget management, and donor compliance requirements. * Negotiation and Influencing: Strong negotiation skills with the ability to influence stakeholders at different levels. * Leadership: Proven leadership skills with the ability to inspire and guide cross-functional teams, fostering a culture of accountability, ambition, creativity, and integrity. * 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 is essential, proficiency in 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**   * Professional certification or training in international development, programme management, programme funding/fundraising and relationships management. * Accredited membership of relevant professional bodies is desirable (eg MCIF, MCIPR, MCAPM, CP-APMP |

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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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