

## Helen Keller JOB ANNOUNCEMENT

### Business Development Manager

*Flexible US-based or West Africa location where Helen Keller has a country office;  
EST or GMT time zones preferred; other locations will be considered*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

Helen Keller is seeking a Business Development Manager to provide to contribute to efforts to mobilize resources and build partnerships to support our mission.

### Background

In order to advance its mission, Helen Keller is committed to developing innovative, context-specific programs in response to strategic funding opportunities with a range of government, private foundation, corporate and multilateral donors. This work is led by Helen Keller's Business Development Unit (BDU) in close collaboration with country office and global technical specialists. Specifically, the BDU assists with proposal development from positioning through submission, partnership opportunities and the ongoing development of new business processes and tools.

### Scope of the Position

This position will support the identification and pursuit of business development opportunities from bilateral and multilateral donors as well as partnership opportunities with other NGOs, coordinating with country- and global-level staff to centralize and track all business development activity. The ideal candidate has a deep understanding of proposal development processes and proposal components across the funding landscape; and is comfortable contributing across proposal roles including writing, workshop facilitation, partnership strategy, recruiting and preparation of cost proposals.

### Functional Relationships

The Business Development Manager will report to the Director, Business Development, and collaborate closely with colleagues across geographies and functional specialties to ensure that all proposal development issues are identified and properly addressed. Helen Keller has a matrixed reporting structure. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally are essential to make this structure thrive.

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### Specific Responsibilities

#### Identification, analysis and tracking of opportunities

- Identify new business development and partnership opportunities consistent with Helen Keller's mission and expertise.

- Act as proposal team leader and/or writer for proposals. Other proposal responsibilities may include copy-editing, partnership management, recruitment and review of cost proposals.
- Lead capture efforts that will inform design strategy and proposal development, including local context analysis, competitor and donor mapping, etc.
- Ensure that assigned proposal response teams develop project work plans, with detailed activities and schedules while ensuring that schedules are adhered to. Support teams to trouble-shoot problems.
- Coordinate with Finance and Grants & Compliance staff to develop competitive cost proposals.
- Review competitive proposals for adherence to solicitation requirements.
- Facilitate award negotiations, which may include negotiation of terms and conditions, revisions to grant proposals, budgets and budget narratives.
- Monitor proposal pipeline, success rate and proposal development cost. Track submissions and outcomes to determine any trends with specific donors or countries which will enable us to focus support more effectively.
- Regularly consult and inform colleagues across the matrix to maximize efficiency and knowledge sharing and integrate guidance and direction from subject matter experts to maximize performance.

#### Proposal Process Management

- Lead the development of new and continuous improvement of existing tools, forms, and checklists to standardize and streamline processes.
- Support teams to apply these resources – especially the formation of proposal teams with clear roles and responsibilities.
- In coordination with BDU colleagues, maintain relevant proposal development information, including submission files, donor research, communication materials, etc.

#### **Required Skills/Abilities**

- Exceptional English writer/editor with a solid understanding of public health and experience mobilizing resources for non-profit organizations.
- Proven track record coordinating and contributing to successful business development and proposal writing efforts that have secured substantial funding from government, multilateral and/or private funders
- In-depth knowledge of institutions and partners working in public health including Nutrition, and/or related sectors including Agriculture, Water, Sanitation and Hygiene (WASH), Neglected Tropical Diseases, Gender and Economic Livelihoods.
- Ability to perform duties that require very close attention to detail and synthesize large amounts of information simultaneously.
- Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Ability and willingness to work under pressure with a positive attitude, as a part of a global team.
- Strong interpersonal skills and experience working effectively in teams and cross-cultural settings.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Demonstrated knowledge of the application of information technology to this type of work including Microsoft Office Suite or equivalent.
- Ability and willingness to flex work hours to accommodate multiple time zones.
- Ability to undertake international and field travel (approximately 10%). Please note that all staff must be vaccinated against COVID-19 in order to travel internationally.
- Helen Keller Intl requires all US-based staff to be fully vaccinated against COVID-19, whether or not they have had COVID.

- For the time being, Helen Keller also requires all staff to wear masks while providing program services and when in any open or public space in the office and to observe social distancing.

## **Education and Experience**

- A Master of Public Health or other relevant postgraduate degree and a minimum 6-8 years' experience supporting business development, communications or program design for a nonprofit, or equivalent combination of education and experience.
- Hands-on experience working with key government, non-government and private funders (e.g., USAID, FCDO, GAC, EU, etc.) and knowledge of different funding mechanisms (e.g., grants, contracts, etc.) of each.

## **To Apply**

Qualified candidates should submit a cover letter and resume to [hki.recruitment@hki.org](mailto:hki.recruitment@hki.org) Applications will be accepted until the position is filled.

**In the spirit of our founder and namesake, Helen Keller  
is dedicated to building an inclusive workforce where diversity is fully valued.**

*We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.*

*We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.*