

Business Development Specialist

Type – Full time

Location- Alexandria, VA

Reporting – Chief Executive Officer

Position Overview

Nascent Solutions is seeking a dynamic professional to lead the organizations Business Development Department. The incumbent will ensure that the BD strategy is in line with the organizations mission and vision. She/he will oversee business development systems and processes. This position will work closely with Nascent's HQ and country technical and management teams.

Company Details

Nascent is an African women-led international development organization founded in 2004 with a mission to harness the creative entrepreneurial skills of target beneficiaries and strengthen their capacity to champion the development agenda of their communities. In the last 17 years, Nascent has mobilized resources and implemented programs in food security, nutrition, education, and maternal and child health, impacting the lives of over 10 million people in several African countries. For more details, visit: www.nascents.org

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

Proposal Development & Coordination: 60%

- Serve as lead for business development opportunities.
- Lead HQ and field teams in prospect and targeted research.
- Develop approaches to expand the portfolio by building partnerships in key regions and technical areas.
- Coordinate business intelligence collection efforts and assist in the development of concept notes, letters of interest, and solicitation responses for contracts, grants, and cooperative agreements.
- Review RFPs/RFAs, lead the design of proposal documents, timelines, templates, and processes that guide proposal development in an efficient manner.
- Assist with drafting of teaming agreements, MOUs, and other efforts to improve new business development initiatives.
- Lead BD-related research and data analyses.
- Provide capture leadership on new opportunities.
- Determine, manage, and execute the full BD life-cycle process across bids and proposals.
- Track business development forecasts, assist with go/no-go decision making, manage pre-bid preparations.

Partnership/Outreach: 30%

- Assist in developing methods and materials to communicate our work (priority technical areas) and the countries we serve (priority geographic areas) to clients.
- Provide input and facilitate the coordination of strategic initiatives for Nascent's growth in key regions and technical areas.
- Lead the development of concise client and partner-facing documents that demonstrate Nascent's value-add.
- Produce and maintain a strong network of agency connections in the international development and humanitarian community to leverage Nascent's outreach and service provision.
- Stay abreast of current trends and occurrences in the international donor community to better understand our clients' needs.
- Represent Nascent at conferences, career fairs, and other industry events.

OTHER JOB DUTIES:

Training and Lessons Learned: 10%

- Manage and/or support post submission and lessons-learned processes.
- Utilize program design expertise to guide and lead quality program design (involving US and field-based technical and finance colleagues) that builds on evidence-based approaches and is responsive to the guidelines and specification outlined by the donor.
- Maintain a productive work environment with appropriate training of other personnel.
- Support a fruitful team environment and complete other tasks and projects as needed.

Required Skills, Qualifications, and Attributes

- Master's degree in international development and/or related discipline.
- 5-7 years' experience writing technical proposals for major donors and business development, preferably with USG awards (USAID, State Dept, USDA).
- Ability to identify new business development opportunities.
- Knowledge of US government award mechanisms and procurement rules and regulations.
- Highly self-motivated and autonomous; ability to work with little guidance.
- Have a track record of successful capture management across organizations and programs at a variety of acquisition dimensions.
- Strong skills with Microsoft Office Suite, knowledgeable of PC-based word processing, spreadsheet, presentation, and database applications and demonstrated ability to use Internet as a research tool.
- Technical writing and proposal development experience in the NGO sector.
- Knowledge of and networks within the international development community.
- Excellent oral and written communication skills with a proficiency in English.
- Exceptional time management skills with the ability to deliver under tight deadlines.
- Willingness and ability to undertake a broad range of tasks as necessary in a small, growing organization.
- Ability to communicate effectively in multidisciplinary and cross-cultural teams.
- Ability and willingness to travel internationally.

How to Apply

To apply, please submit a cover letter that articulates how the applicant meets the qualifications, CV, and salary requirement to recruitment@nascents.org. **Please include "Business Development Specialist" in the email subject line.** CVs without cover letters will not be considered and only shortlisted candidates will be contacted. Closing date for applications is **July 9, 2021**. *Salary commensurate with experience.* Current work authorization in the United States is required.

About Nascent Solutions

Nascent Solutions is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, or political affiliation. Nascent offers employees a competitive compensation package, including health insurance, paid vacation, 401(k), and a professional development stipend.