

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Head of Business Development

REPORTS TO: Director of Operations & Business Development

REPORTING TO POSTHOLDER: Proposal Writer x 2

LOCATION: Flexible, we are open to hearing from candidates who are based in Ethiopia, Kenya, Tanzania, Uganda or the UK

DURATION & HOURS: Full time, permanent

PURPOSE OF THE ROLE

Farm Africa is a specialist NGO working in Tanzania, Uganda, Ethiopia and Kenya and has ambitions to be the leading provider of agriculture, natural resource management and market led solutions to small holder farmers. The Head of Business Development will work closely with two Proposal Writers to support Country Directors and the Senior Management Team to identify new business opportunities, guide, develop and manage bid development opportunities to secure restricted funding for Farm Africa.

The post holder will build an effective and innovative pipeline of concepts and proposals for funding, liaising with the Director of Operations and Business Development, Country Directors and in-country teams. This role is responsible for originating and developing the organisation's relationships with a global range of institutional donors and strategic partners for Farm Africa.

The role will also take responsibility for ensuring processes and systems are in place to ensure informed and strategic choices are made on bid development.

KEY TASKS AND RESPONSIBILITIES

▼ **Identify and cultivate opportunities to maximise Farm Africa's restricted income (programmatic income)**

- Scan, map and review the external environment for new opportunities and risks to programme funding plans, regularly benchmarking current performance and practice
- Analyse Farm Africa's priority institutional donor targets, identifying their priorities, ways of working and funding flows. Provide detailed information to develop funding opportunities with each of these donors
- Research potential donors and funding partners, their interests and capacity, and define and execute the most effective way for Farm Africa to approach them for funding and in close consultation with the Director of Operations and Business Development, Director of Quality, and Country Directors
- Lead and coordinate Farm Africa's activities to maximise engagement with and secure funding from these donors.

- Provide support to programmes teams in-country to enable effective donor networking and relationship building and encourage and support regular contact and meetings as appropriate and required
- Provide support to the Director of Operation and Business Development and Country Directors in developing and maintaining an innovative and robust pipeline of programmatic ideas
- Work with, as well as guide, the Proposal Writers in developing bids for pipeline growth.
- Lead on early stage BD including networking events, conferences and working groups
- Develop relationships with contractors, NGOs and other stakeholders to build strategic consortia for grants and contracts.

▼ **Management & delivery of institutional donor funding application processes**

- Develop, oversee and deliver high quality submissions of concept notes, pre-qualification documentations, tenders, and proposals in line with Farm Africa's multi-year funding needs and in accordance with its internal systems and processes
- Draw in Technical Experts and other key members within the Programme Quality team to ensure bids include strong technical inputs, evidence from existing programmes and strong MEL components in bids
- Co-ordinate donor due diligence and donor assessment processes
- Review feedback from donors and monitor fundraising successes and failures to support future planning
- Assess commercial opportunities in line with Farm Africa's strategy and interests
- Support in contracting and grant agreements development and negotiation.

▼ **Management and co-ordination of Farm Africa's funding pipeline**

- Manage and own the pipeline on SharePoint by updating key documents timely to be used for information and decision making. Manage the pipeline, including the financial forecast (bid development tool) to support Farm Africa's financial planning
- Work with Trust & Foundation Adviser, finance Team and senior team to share updates and support the team to identify priorities and match funding opportunities.

▼ **Line Management**

- Manage, develop, and support the two Proposal Writers in the Business Development Unit with particular focus on staff development and proactive performance management.

▼ **Be an active member of Farm Africa's wider leadership**

- Support the Chief Executive, Senior Management Team and Country Directors in building donor relationships and networks
- Assist the Chief Executive, Senior Management Team and other senior colleagues to contribute to Farm Africa's overall direction and development
- Build and maintain a regular dialogue with senior programme colleagues in all Farm Africa's countries
- Represent Farm Africa externally in appropriate contexts.

PERSON SPECIFICATION	
Essential	Desirable
Education, qualifications & other knowledge	
Bachelor's degree in business, public administration, or other related field.	Knowledge of Farm Africa's approaches agriculture, NRM and market engagement.
Strong track record in the developing of and the fundraising for new programmes with a range of stakeholders including governments, institutional funders and private sector, governments and NGO's	
Minimum of three years of business development/fundraising experience	
Experience	
Excellent oral and written communication skills, with the ability to communicate information in a clear and concise manner	Grants management and good experience in developing budgets for bids
Strong interpersonal skills, including the demonstrated ability to work effectively with colleagues in different teams, organisational board members, business partners, prospects and community stakeholders	
Skills & abilities	
Proficiency in Microsoft Office programs, including Outlook, SharePoint, Word, Excel, Skype and PowerPoint, and grants management systems	
Attitude of optimism and "can-do" orientation with ability to think creatively and navigate successfully past barriers and obstacles in a changing environment	
Strong people management skills, including an excellent understanding of team dynamics and project management with an ability to motivate and develop individuals and teams for high performance	

Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

EXPERT. Deep expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

GROUNDLED. Positive change starts with Africa's people, so our experts work closely with local communities, engaging them in every level of decision-making.

IMPACTFUL. We take a long-term view so we can deliver lasting changes for farmers and their families.

BOLD. We model innovative new approaches and are not afraid to challenge strategies that are failing.

Contact details:

www.farmafrica.org

recruitment@farmafrica.org

Farm Africa, 9th floor, Bastion House, 140 London Wall, London EC2Y 5DN

Tel: +44 (0)20 7430 0440

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