

Job description

Job title	Business Development Coordinator
Department	New Business and Partnerships (NBP)
Reporting to	Assistant Director, New Business and Partnerships
Responsible for	N/A
Liaison with	Staff in the New Business and Partnerships team and wider Options team
Hours	Full time, 35 hours per week
Type of contract	Permanent
Organisation	
<p>Options Consultancy Services Limited is a leading global health consultancy established in 1992 as a wholly owned subsidiary of MSI Reproductive Choices. We manage health programmes that ensure vulnerable women and children can access the high-quality health services they need. We work with partners to co-create and implement locally informed solutions to complex health problems. This includes governments, development partners, NGOs, civil society and health workers. Our programming is flexible, evidence-based and politically informed. This means we adapt to changing contexts, use data to inform our decisions and ensure our approach is appropriate. Our focus is always on building local skills and systems that last.</p>	
Main purpose of job	
<p>The position will work within the New Business and Partnerships (NBP) team to play a key part in coordinating business development processes. This includes tracking and analysing new opportunities, online research to support positioning, supporting the development of marketing materials and working closely with organisational partners and senior team members to develop technical and commercial proposals to secure new business for Options. The role also contributes to the implementation of Options' new business strategy, supporting our approach to new clients, design and innovation, and expansion in new countries. The post holder will support the coordination of Framework contracts, helping to ensure the smooth running of frameworks including reviewing call-downs and facilitating go / no go decision-making. The role will report to the Assistant Director of NBP.</p> <p><i>Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided</i></p>	

Main duties

Identification and tracking of new business:

- Identify new business opportunities with existing and new clients across a range of institutional clients and foundations, using e-portals and opportunity tracking websites.
- Ensure new opportunities are shared with the NBP team in a timely manner and reviewed at weekly pursuit meetings.
- Contribute to the analysis of opportunities.
- Contribute to Options' understanding of the market and landscape, conducting competitor analysis, partner mapping.
- Contribute to the maintenance and update of a pursuit list.

Support to development of pre-qualifications and full proposals to a range of institutional and foundation donors

- Coordinate the preparation of prequalification documentation, including teaming agreements, and due diligence requests for and from partners.
- Coordinate the preparation and submission of concept notes, expressions of interest and capability statements and contribute to documenting Options' expertise.
- Monitor relevant donor portals, ensuring clarification updates are shared with bid teams, partners and saved on internal systems.
- Support the bid manager in the preparation and organisation of bid meetings, including external partner meetings/workshops, internal planning and review meetings and coordinating inputs to proposals and other bid coordination.
- Support the development of budgets using Excel.
- Work closely with the recruitment team in managing recruitment for new programmes, to advertise, monitor and screen applicants, and organise interviews.
- Format CVs of nominated team members in the required client format, liaising with individuals as necessary for additional information, ensuring CVs are tailored for the nominated job.
- Assist with gathering information and inputs from partners and consultants on proposals.
- Support proposal writing, proofreading, researching information for proposal writers and creating diagrams and organograms as required.
- Support finalisation of prequalification and proposal documentation, including ensuring proposals are submitted on time, in the correct format and meet all tender requirements.

Ongoing NBP tasks

- Arrange and support meetings, ensuring agendas are circulated, minutes taken, logistical support and refreshments are provided as necessary.
- Support the development and maintenance of relationships with existing and new clients, consultants, and potential partners, including contributing to updating the CRM system.
- Support maintenance of the New Business and Partnerships filing systems, ensuring documentation is appropriately saved and version control managed.
- Support organisation of events, such as Options' Innovation Day, and the preparation of presentations when required.
- Promote continuous learning and knowledge sharing across Options, identifying opportunities for collaboration, sharing of resources, leveraging relationships, and developing staff knowledge and capacity.
- Support to framework management and delivery, including on-going learning and process updates.
- Maintain Options track record documentation ensuring records are accurate and up to date.

Other general support to the work of the New Business and Partnerships team as required.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:

Date:

Person specification

Criteria	Essential	Desirable
Qualifications		
Bachelor's degree in a relevant subject (Business and Management, International Development, Public Health or similar)	✓	
Experience		
Experience working collaboratively ideally working in a professional office environment	✓	
Experience supporting fundraising, business development or marketing communications activities		✓
Knowledge		
Interest in and knowledge of health and international development issues	✓	
Knowledge of international development organisations and donors		✓
Skills		
Strong administration and organisational skills	✓	
Ability to plan work and manage time to meet deadlines	✓	
Excellent verbal and written communication skills	✓	
Excellent accuracy, attention to detail and good proofreading skills, including good Word formatting and proof-reading skills	✓	
Advanced level user of Microsoft Office particularly Word and Excel, with the ability to format documents, work with document styles and create tables of contents	✓	
Experience of preparing budgets (using Excel)		✓
Experience of using Adobe to prepare PDF files		✓
Experience of diagram creation software e.g. Microsoft Visio		✓
Excellent research skills	✓	
Attributes		
Excellent interpersonal skills, able to establish and maintain positive working relationships	✓	
Ability to work as part of a team and on own initiative	✓	
Ability to cope with conflicting tasks and work under pressure	✓	
Ability to work flexibly, and adapt to changing work situations	✓	
Other requirements		
Commitment to equal opportunities	✓	
Commitment to the principles of Safeguarding	✓	

Pro-choice	✓	
Fluency in written and spoken English	✓	
Language skills in a second language (especially French)		✓
Entrepreneurial spirit – good instincts, commercial nous and ability to identify creative solutions		✓