

Job description

Job title	Assistant Director, New Business and Partnerships
Department	New Business and Partnerships (NBP)
Location	London, UK
Reporting to	Director of New Business and Partnerships
Responsible for	Business Development Managers
Liaison with	Directors, Programme Management Team, Technical Teams, Management Services Team, in-country programme teams, partners and clients
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 Marie Stopes International. 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 Assistant Director of New Business and Partnerships (ADNBP) oversees the processes through which Options develops new business. The post holder is responsible for coordinating the work of the New Business and Partnerships team in identifying, tracking and positioning for new opportunities, including overall management and prioritisation of Options' new business pipeline. The ADNBP is responsible for the timely submission of high quality technical and commercial proposals for new opportunities. The ADNBP plays a key role in the work of Options, engaging both internally and externally to build appropriate partnerships and ensuring high quality team work produces bids of winning quality. The ADNBP also plays an important role in development and implementation of Options' strategy, particularly in relation to client diversification, as well as winning business in new markets.</p> <p>The ADNBP is a senior member of the NBP team and works closely with the Director of New Business and Partnerships to ensure that all business development work is carried out to high standards. The post is based in Options' London office with some international travel.</p>	
Main duties	
<ul style="list-style-type: none"> • Monitor and oversee Options' new business pipeline, ensuring a balance between long and short-term pre-positioning to increase profitability and reflect Options' client, geographical and technical priorities. • Oversee identification, tracking and management of new opportunities, coordinating across teams on gathering of intelligence about future opportunities through in-house knowledge management, research, external engagement and international travel when appropriate. • Establish and nurture collaborative relationships with consultants, potential partners and international development organisations to build strong partnerships for collaboration on new business. • Contribute to Options' understanding of the market and landscape, including the funding priorities of current clients and potential investors and developments in their policies, procedures, requirements, organisational structure and key personnel. 	

- Facilitate strategic decision-making with other team members and senior managers about which partnerships and funding opportunities to pursue
- Lead / oversee establishment of partnerships for identified opportunities, ensuring strong consortia, with clear roles negotiated for Options
- Analyse tender documents in order to assess technical and programme requirements for bids to be developed, including analysis of potential partners and personnel inputs
- Lead the development of proposals, liaising between teams to create well-crafted, winning concept notes and proposals.
- Act as Options' Framework Director on the DFID-Funded International Multi-Disciplinary Programme (IMDP) framework, with overall responsibility for the smooth running of the framework including reviewing all call-downs and facilitating go / no go decision-making. Act as primary point of contact for DFID on framework contract management. Oversee framework reporting to DFID.
- Contribute to development and implementation of Options' strategy for expanding work with new clients and in new markets, including researching new donors/clients and new geographical areas and building relationships to ensure Options is well placed to win work from new clients and in new markets.
- Track performance of business development activities, report against progress at regular intervals during the year, and provide information for financial forecasts.
- Support and cultivate a highly motivated business development team. Manage and supervise the Business Development Managers to ensure that business development deliverables are met to a high standard as part of the NBP team's deliverables. Regularly review and evaluate staff performance in line with Options policies and support continuous professional development.

Other responsibilities:

- Promote continuous learning and knowledge sharing across Options, identifying opportunities for collaboration, sharing of resources, leveraging relationships, and developing staff knowledge and capacity. Promote internal learning and reflection on achievements and challenges around proposal development and adjust approaches accordingly.
- Contribute towards activities that will promote Options' work and increase its profile with external audiences
- Liaise with other Assistant Directors to support effective communication and synergies in the way of working across teams.
- Represent Options at meetings with clients and partners and at other external events.
- Advise on ways in which Options' business development systems can be enhanced and developed to improve efficiency and/or increase our chances of bids being successful.

Person specification

Criteria	Essential	Desirable
Qualifications		
Education to degree level, or equivalent experience, in a related/relevant subject	✓	
Relevant post-graduate qualification, preferably (but not essentially) in international health or development		✓
Experience		
Substantial and proven experience of generating and managing a pipeline of new business opportunities in the international development sector and demonstrable knowledge of the changing sector and funding landscape	✓	
Substantial experience of leading the proposal development process for governmental and other donors, including experience responding to competitive tenders, developing technical and commercial proposals	✓	
Experience in developing outreach and relationship-building strategies and implementing plans to achieve them.		✓
Experience managing or engaging in co-creation grant making design processes with foundations and/or social investors		✓
Skills and attributes		
Excellent project management skills, incl. ability to develop and analyse budgets, commercially aware, able to negotiate with stakeholders, etc.	✓	
Clear thinking and effective decision-making; ability to work to strict deadlines and under pressure	✓	
Strong record of line management and management of teams, including ability to set strategic direction and priorities of teams	✓	
Excellent attention to detail, with ability to digest and act on complex information in a timely manner	✓	
Excellent communications skills, both verbal and written	✓	
Knowledge of landscape of partner / competitor organisations and individuals working in Options' core areas of expertise	✓	
Knowledge about the international development strategies of key donors, particularly DFID		✓
Entrepreneurial spirit – good instincts, commercial nous and ability to identify creative solutions		✓
Other requirements		
Strong understanding of, and personal commitment to women's and children's rights	✓	
Willingness to travel locally and internationally as required	✓	
Commitment to Equal Opportunities	✓	
Commitment to the principles of Safeguarding	✓	
Fluency in written and spoken English	✓	
The right to work in the UK	✓	