

## Job description

<b>Job title</b>	Business Development Coordinator
<b>Department</b>	New Business and Partnerships (NBP)
<b>Post holder</b>	Vacant
<b>Reporting to</b>	Business Development Manager
<b>Responsible for</b>	None
<b>Liaison with</b>	Staff in the New Business and Partnerships team and wider Options team
<b>Hours</b>	Full time, 35 hours per week
<b>Type of contract</b>	Permanent
<b>Organisation</b>	
<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>	
<b>Main purpose of job</b>	
<p>The position will work within the New Business and Partnerships team to provide crucial support to a range of business development activities. These will include online research to identify new opportunities, support to the development and production of proposals to secure new business for Options. Options has a long-standing relationship with the UK Department for International Development and is a prime contract holder under the UK Government International Multi-Disciplinary Programme (IMDP) Framework. We also work in partnership with foundations, multilaterals and charities. The New Business and Partnerships Coordinator will be line managed by a Business Development Manager.</p>	

**Main duties**

**Identification and scoping of new business opportunities**

- Find and track new opportunities from a range of institutional and foundations donors using e-portals, donor websites and opportunity tracking websites
- Ensure new opportunities are shared with the NBP in a timely manner and reviewed at weekly pursuit meetings
- Manage the pursuit list, ensuring the status of opportunities are kept up to date and data is collated to manage priorities and progress against targets
- Support scoping of new opportunities to inform decision making, including competitor analysis, partner mapping and documenting Options expertise.
- Support preparation of new business documents such as capability statements and expressions of interest to donors.
- Support Framework Management team in consortium management for new IMDP opportunities.

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

- Coordinate the signing of teaming agreements and due diligence requests for and from partners
- Monitor relevant donor portals, ensuring updates are shared with bid teams, partners and saved on internal systems
- Support bid manager in the preparation and organisation of bid meetings, including external partner workshops, internal planning and review meetings and other bid coordination.
- Work 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, formatting and/or proofreading, researching information for proposal writers and creating diagrams and organograms
- Support finalisation of prequalification and proposal documentation, including formatting

**Ongoing NBP tasks**

- Arrange and support meetings, ensuring agendas are circulated, minutes taken, logistical support and refreshments are provided as necessary
- Support maintenance of the New Business and Partnerships filing systems, ensuring documentation is appropriately saved and version control managed.
- 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
- Attend networking, technical and briefing events to represent Options
- Support management and updating of CV database and other corporate systems for business development.

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.

<b>Signed by:</b>	<b>Date:</b>
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## Person specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Bachelor's degree in a relevant subject (Business and Management, International Development, Public Health or similar)	✓	
<b>Experience</b>		
Experience working collaboratively ideally working in a professional office environment	✓	
Experience supporting fundraising, business development or marketing communications activities		✓
<b>Knowledge</b>		
Interest in and knowledge of health and international development issues	✓	
Knowledge of international development organisations and donors		✓
<b>Skills</b>		
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 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 using Adobe to prepare PDF files		✓
Experience of diagram creation software e.g. Microsoft Visio		✓
Excellent research skills	✓	
<b>Attributes</b>		
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	✓	
<b>Other requirements</b>		
Commitment to equal opportunities	✓	
Commitment to the principles of Safeguarding	✓	

Fluency in written and spoken English	✓	
Language skills in a second language (Especially French) highly desirable		✓