

IMA World Health is a non-profit, faith-based organization that offers extensive expertise in health systems strengthening. With a mission to restore health and healing to those most in need, IMA also focuses on tropical diseases, malaria, HIV, non-communicable diseases, and sexual and gender-based violence programs in some of the most challenging and post-conflict settings throughout Africa, Asia, and the Caribbean.

IMA World Health is seeking applicants for a Proposal Recruiter for our Washington, DC Headquarters. As a core member of the Business Development (BD) team, the incumbent manages all aspects of the proposal recruitment process, including identifying, engaging and presenting compelling candidates for inclusion in IMA's proposal responses. In addition to recruitment responsibilities, the Proposal Recruiter contributes to the development of proposal staffing plans, manages candidate viability tasks, and assists in all aspects of the business development life cycle. This position will also work with the entire BD Team in development and refinement of BD processes, tools, and templates.

**Responsibilities:**

- Lead full life-cycle proposal recruitment process for expatriate, program management, short-term consultants, and host-country national staff positions.
- Facilitate the development of organizational staffing plans and prepare job descriptions in accordance with the identified staffing plan and solicitation. Drafts sections of proposal, including potentially key personnel, staffing and management plans. Prepares CVs (formats) for annexes.
- Post positions, source CVs, screen and interview applicants
- Conduct necessary reference and background checks and biodata verifications.
- Present offers to candidates and finalize information in letter of commitment.
- Maintain communication with proposed candidates notifying them of any losses and successfully managing transition to Programs Department/HR for awarded projects.
- Develop and maintain roster of international health experts for inclusion in proposals.
- Collaborate with others in the Business Development and Programs Department, field leadership, and other technical experts in development of assigned proposals.
- Coordinate, manage, and/or write sections of proposals and serve as team member supporting any required aspect of proposal development.
- Develop and maintain BD processes and templates.
- Participate in conferences, exhibitions and other venues as applicable to increase and maintain IMA visibility.

**Qualifications:**

- BA/BS degree in Business, International Development, Human Resources or closely related field. MA/MS preferred.
- 3-5 years of demonstrated full life-cycle proposal recruitment experience including experience presenting and negotiating employment agreements.
- Previous international or international development experience required.
- Familiarity with compensation and personnel guidelines of USG donors (USAID, CDC) and/or other international donors (DFID, World Bank, Global Fund) strongly preferred.
- Hands-on proposal management experience, including coordination, partnership development, recruitment, editing, and budget preparation.
- Strong collaboration and facilitation skills

- Demonstrated ability to exercise judgment and discretion in establishing and maintaining good working relationships with all levels of the organization.
- Ability to self-manage, multi-task and prioritize in a faced-paced environment.
- Excellent organizational skills with an emphasis on attention to detail and accurate recordkeeping.
- Strong oral, written and presentation skills.
- Ability to travel domestically and internationally up to 30% annually.

Qualified Applicants may apply online: [Proposal Recruiter](#)