



Job Description

Job Title: Director, Business Development – US Programs

Band / Level / Grade: 4B1

Department: US Programs

Location: New York, NY

Overtime Eligible: No

Apply: <https://chm.tbe.taleo.net/chm03/ats/careers/requisition.jsp?org=IRC&cws=1&rid=15290>

BACKGROUND:

The IRC is one of the leading providers of high quality programming for refugees resettling to the United States. The mission of the IRC's US Programs (USP) Department is to create opportunities for refugees to survive and thrive in America. In 28 cities across the country, USP offers support in areas ranging from health and education to advocacy and legal services. The IRC is committed to developing innovative, context-specific programs in response to strategic funding opportunities with a range of public and private donors. This work is led at USP by the Resource Acquisition Team, in close collaboration with USP regional and technical units as well as the IRC Revenue Department.

SCOPE OF WORK:

The Director, Business Development is responsible for monitoring, managing and coordinating the US Programs Department's response to both public and private grant opportunities. S/he maintains oversight of the overall USP grant funding portfolio; makes on opportunities for strategic development; streamlines USP business development processes; provide inputs and editorial guidance on key proposals and resources; and develops creative approaches to increase the IRC's competitiveness. The Director of Business Development supervises three program officers and is responsible for overall quality control of funding proposals. This position reports to the Senior Director of Resource Acquisition and Management.

KEY RESPONSIBILITIES:

- Manage the process to track, analyze and coordinate public and private business development opportunities, with particular attention to major federal opportunities and strategic private proposals.
- Oversee USP field and departmental development of high quality proposals, with an emphasis on clear and succinct writing.
- Supervise and coordinate the work of a business development team of three program officers (POs). Two POs are focused on management and quality control of proposals originating from USP field offices and one PO manages opportunities that are multi-site, HQ-related and originating from other USP teams.
- Develop and streamline business development processes and templates to promote efficiency and support to field offices; administer and maintain accountability for business development processes at HQ.
- Serve as the primary point of contact with 1) technical and program teams and 2) fundraising colleagues in other IRC departments around business development priorities and development of ideas and concepts to present to donors.
- Manage the USP Business Development Fund and the USP consultancy roster, supervising the work of approximately 15 consultants working on individual projects throughout the fiscal year.
- Overall responsibility for management of the USP grants calendar and prioritization and allocation of business development resources to respond to opportunities.
- Lead efforts to analyze gaps and develop proposal response capacity in the field.
- Serve as the deputy to the Senior Director, representing USP at senior meetings, with partners, and in other venues as assigned.
- Oversee the development of tools that will enhance IRC's capacity to successfully bid on competitive solicitations.
- Other duties as assigned.

REQUIREMENTS:

- Bachelor's Degree plus advanced degree in international development, political science, or other related field a plus
- Minimum 8 years progressive experience in non-profit administration and/or business development, including specific experience in drafting proposals for public and private donors
- Excellent communication and interpersonal skills, including superior writing skills and the ability to effectively manage a variety of relationships
- Proven management skills and ability to negotiate effectively with donors and partners
- Solid organizational skills: the ability to work productively and accurately while under pressure in a fast-paced, demanding environment
- Strong computer skills: facility with MS Word, Excel, and email/internet software

IRC is an Equal Opportunity Employer.

IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.