



Director of Business Development (USG) Washington, DC

The successful candidate will:

Identify and support new business opportunities in the US and Canada. Lead business capture efforts and manage proposal production process. Oversee the writing of winning concept papers, grant proposals, and other documents. Coordinate with regions and countries to identify and support new business opportunities.

PRIMARY JOB RESPONSIBILITIES

1. Identifies and supports new business opportunities.
 - Advises and supports Regional Directors and country staff in information gathering, building donor relationships, and positioning IWPR for future business capture. Communicates regularly on ongoing and planned program development efforts and business development opportunities.
 - Monitors and analyzes funding opportunities and makes recommendations on potential programs.
 - Builds relationships with representatives of potential donors and corporate and other partners.
 - Identifies new partners, subcontractors, or donors to enhance IWPR's capabilities.
 - Supports IWPR field staff's relationship building with non-traditional donors and partners.
2. Oversees the writing of all concept papers, grant proposals, and other documentation to ensure alignment with goals. Supports/organizes the handover process of successful proposals to the program team. Coordinates post-submission proposal debriefing sessions.
3. Attends external events to build relationships, market IWPR, and identify trends and opportunities. Represents IWPR at meetings, conferences, and workshops. Participates in technical working groups
4. Contributes to departmental strategic planning and preparation of annual business development plans with revenue and performance targets

KNOWLEDGE, SKILLS, AND ABILITIES

- Broad understanding of principles of international development especially in the areas of media, democracy building, free press, and human rights.
- Proven ability to produce winning proposals. Significant progressive and proven ability to successfully develop and manage all aspects of complex development programs, preferably in an international organization.
- Demonstrated track record of successful experience working on business development (proposal design and writing) for U.S. State Department, USAID, other government funders.

- Excellent critical thinking skills and sound judgment. Proven willingness to make timely and sound decisions based on accurate judgment.
- Excellent verbal and written communications skills. Excellent interpersonal and listening skills. Ability to interact with all levels of staff in a professional manner.
- Excellent organizational skills. Ability to manage deadlines and to work independently.
- Ability to work in a cross-cultural, geographically dispersed team environment
- Fluency in English, written and oral. Abilities in a second language preferred.
- Advanced knowledge of Microsoft Suite of software.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in International Development, marketing, journalism, or related field.
- Minimum of ten years' experience, five of which have been spent successfully managing proposals in response to USG and other donors. Experience in field program implementation a plus.
- Equivalent combination of education and experience.

Principals only. No calls please. Women and minorities encouraged to apply. Only those who have been selected for interviews will be contacted. IWPR will never ask for payment for recruitment.

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This position description is not an exhaustive list of all functions that the incumbent is expected to perform, but is instead a summary of the primary responsibilities and requirements of the job. The incumbent may be asked to perform duties not included in this position description. IWPR reserves the right to revise position descriptions at any time based on changes to the required job responsibilities. Staff will be informed of any changes to their job responsibilities.