

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research and technology — creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 70 countries and all U.S. states and territories. We are currently seeking qualified candidates for the position of: **Business Planning and Strategy Associate**

This job will report to either Durham Headquarters or our DC office:

359 Blackwell Street, Durham, NC 27701

1825 Connecticut Avenue, Washington DC 20009

Description:

The Global Health, Population and Nutrition (GHPN) team generates knowledge and new tools through research, disseminates findings, and conducts and supports evidence-based programs to transform global health and development. We provide essential technical assistance to country- and region-led health programs with our biomedical, social and behavioral research and technical capabilities with expertise in health communication and nutrition. Combining these programs and expertise leads to more robust capacity to take on important health and development challenges.

Job Summary / Responsibilities:

Provides oversight and management of internal systems, adapting corporate standards to the Global Health, Population, and Nutrition (GHPN) Business Unit. The internal systems encompass preparation for, decision-making related to, and documentation of opportunities to pursue; maintenance of the GHPN-specific SharePoint site with tailored business development resources (adapted from corporate standards); and maintenance of data on all business development opportunities in watch, capture, development/preparation, and post-submission; The successful candidate will also liaise with leadership at all levels within GHPN to ensure that appropriate resources are identified to support preparation and submission of proposals.

Accountabilities:

- Collaborates with GHPN leadership and FHI 360 Country and Regional Office staff members to identify priority health opportunity pursuits.
- Adapts BDD corporate systems and processes for GHPN.
- Trains GHPN staff in the processes and systems.
- Leads the GHPN-specific process, including the bid justification memo review and submission for all opportunities.
- Participates in the bid board meetings.
- Identifies proposal managers and proposal writers, including consultants, for proposal support. Supports proposal teams in identification of additional team members.
- Provides oversight for all GHPN capture and proposal efforts.
- Ensures GHPN data are up-to-date in corporate systems, related to watch, capture, submissions, withdrawals, awarded and denied opportunities.
- Manages the GHPN BD SharePoint site with up-to-date tools and resources.
- Assists the GHPN BD Director in annual planning for BD resources.
- Provides supervision for GHPN proposal managers.

Applied Knowledge & Skills:

- Comprehensive knowledge of fundamental concepts, practices and procedures with business development.
- Excellent oral and written communication skills.
- Strong critical thinking and problem solving skills.
- Ability to analyze data, identify trends and prepare reports.
- Ability to negotiate, influences, and collaborate with others.

Problem Solving & Impact:

- Works on problems that are complex and require analysis of data and evaluation of various factors.
- Exercises judgment within defined practices and procedures to select methods and techniques to obtain results.
- Decisions and actions may affect a work unit or area within a department.

Qualifications:

- Bachelor's Degree or its International Equivalent - Business Administration, Public Health, Social Sciences or Related Field.
- Typically requires 5-8 years of experience with business development internationally and domestic.
- Articulate, professional and able to communicate in a clear, positive manner with clients and staff.
- Must be able to read, write, and speak fluent English.
- Prior work experience in a non-governmental organization (NGO).

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

We offer competitive compensation and an outstanding benefit package. Please click [here](#) to visit FHI 360's Career Center for a list of all open positions.

FHI 360 is an equal opportunity and affirmative action employer. FHI 360 is an equal employment and affirmative action employer whereby we do not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, disability, veteran status, genetic information or any other status or characteristic protected under applicable law.