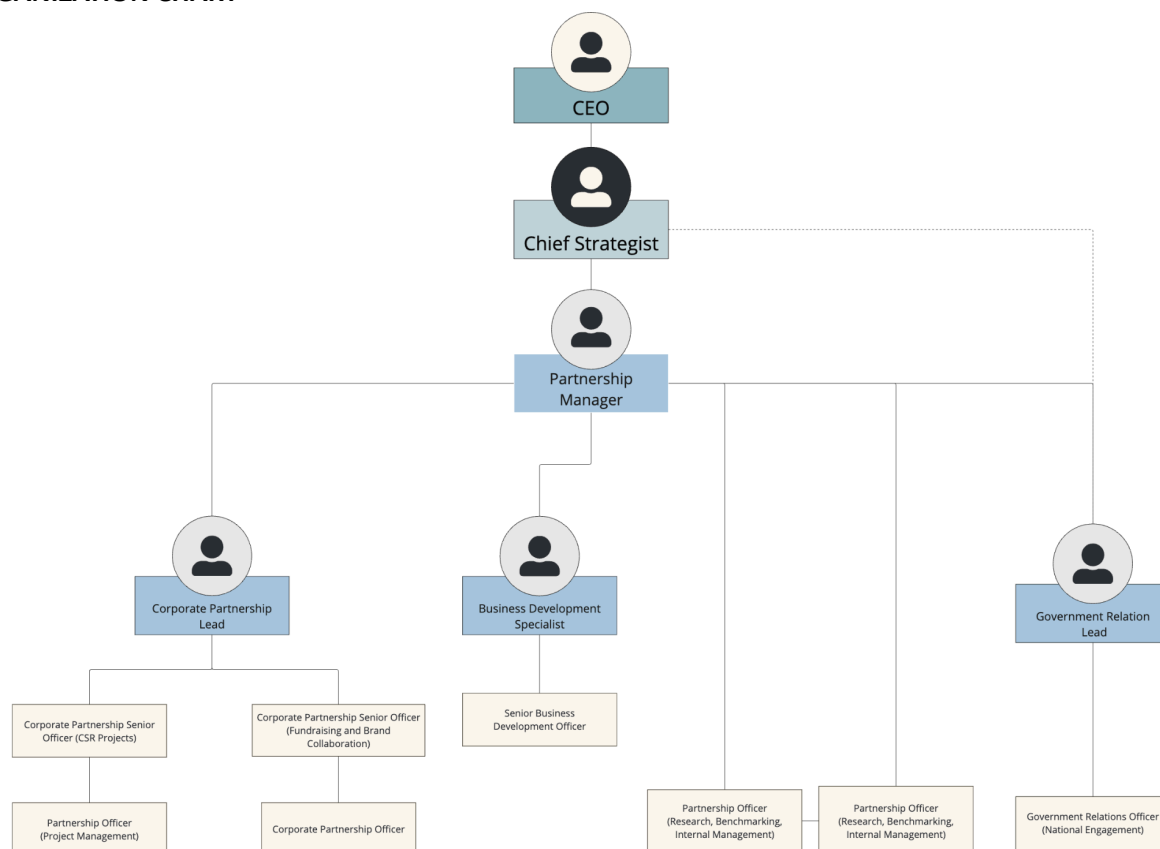


SCOPE OF WORK	
Position	: Senior Business Development Officer
Department	: Partnership - Strategic Unit
Employee Type : Full-time position, Contract Apr 2025-2026 Office-based with occasional field visits as required	Revision Date:
Grade :	

I. SUMMARY OF ROLE

The **Senior Business Development Officer** plays a pivotal role in supporting the organization's mission by identifying, cultivating, and maintaining strategic partnerships. This role emphasizes research, proposal development, and donor engagement, with a strong focus on collaborating with cross-functional teams to ensure alignment with organizational goals. Experience with international donors and philanthropic foundations is an advantage.

II. ORGANIZATION CHART



The organizational structure of the Partnership unit is designed to establish clear lines of reporting and communication within the unit.

At the top of the hierarchy is the Chief Strategist, who holds the highest authority within the unit and is responsible for the strategic direction and overall success of the Partnership Development and Management. Directly reporting to the Chief is the Partnership Manager, a role that acts as the operational leader of the unit. The manager is tasked with bridging the gap between strategic planning and operational execution, ensuring that the partnership development and management process are carried out effectively and are aligned with the unit's and organization's goals.

This Senior Business Development Officer will report directly to the Business Development Specialist, and collaborate with teams across CISDI, including Project Leads, Research & Knowledge Management, and Government Relations.

The Partnership Unit is responsible for three key functional areas: (a) internal system management for partnership formation, management, and documentation.; (b) partner recruitment and activation; (c) foster sustained and meaningful engagement with partners; and (d) analysis of partner-based organization growth.

III. WORKING RELATION

Within the unit, the Senior Business Development Officer will mainly be interacting with the Business Development Specialist. These roles will establish a symbiotic relationship aimed at maximizing the effectiveness of partnership proposal development and fostering comprehensive industry awareness. The Senior Officer will seek guidance on strategic direction, partner selection criteria, and negotiation strategies. This position will also keep the Specialist informed of research findings, proposal development progress, and communication with potential partners.

Staying updated on relevant policy issues and potential partners requires collaboration with Government Relations. The Senior Officer can gain insights into government priorities and identify potential partners aligned with CISDI's goals who may be eligible for collaborative funding opportunities.

Beyond the Partnership unit, collaboration with Project Leads is crucial. The Senior Officer will need to gain a deep understanding of project goals, resource requirements, and expertise needed for successful implementation. This information will be vital for identifying potential partners with complementary skills and for crafting compelling proposals that showcase the added value of the partnership to achieving project objectives.

The Senior Officer will also work closely with the Research & Development Team as well as Knowledge Management Team, which provides access to valuable data and resources. The Senior Officer can leverage their expertise to identify relevant trends in global health and health system strengthening practices, assess CISDI's previous portfolio, gather data on partner capabilities, and access best practices for proposal development and impact reporting.

The Business Development team will also closely coordinate their work with the Human Capital team as developing proposals often involves determining the required personnel and their allocated time

commitment (FTE). The Senior Officer will work closely with Human Capital to assess staffing needs, identify potential team members with the necessary expertise, and ensure the proposed FTE allocation is realistic and aligns with CISDI's internal capacity.

The Senior Officer will collaborate with the Finance & Administration team to identify relevant document submission and/or preparation for compliance to due diligence processes conducted by potential donors. They will work together to ensure proposals meet all financial and administrative requirements, including demonstrating that the proposed budget covers the costs of retaining necessary personnel throughout the project duration, even during the negotiation process. This collaboration helps mitigate potential risks and ensures successful partnership implementation.

In essence, the collaboration between these roles will facilitate a dynamic exchange of information and expertise, enabling the organization to implement good governance and develop well-informed, strategic partnership proposals that address both industry needs and regulatory considerations.

IV. RESPONSIBILITIES/ACTIVITIES

Key Responsibilities :

Donor research and opportunity identification

- Conduct research to identify potential donor and philanthropic partners aligned with CISDI's mission and focus areas in global health and health system strengthening.
- Analyzes data on donor giving trends, foundation priorities, and global health needs, staying updated on relevant reports from foundations, NGOs, and research institutions.
- Supports the development of donor prospect lists based on research findings and alignment with CISDI's strategic goals.
- Analyzes donor budget guidelines and reporting requirements to ensure proposals meet all financial and programmatic expectations.

Proposal development

- Gathers and analyzes data to support cost estimations and budget development for proposed partnerships. This ensures the budget aligns with program goals.
- Manages proposal timelines and ensures all necessary documentation is collected and submitted.
- Collaborates with Project Leads to understand project goals and resource requirements for proposal development.
- Works with Research & Knowledge Management to access relevant data and best practices for proposal development, ensuring proposals effectively showcase CISDI's work, impact, and alignment with donor interests.
- Collaborates with Human Capital to assess staffing needs, identify potential team members with the necessary expertise, and ensure the proposed FTE allocation is realistic and aligns with CISDI's internal capacity.
- Works with Finance & Administration to identify relevant Standard Operating Procedures (SOPs)

for budgeting and ensure proposals meet all financial and administrative

Partnership Management

- Support the cultivation and management of donor and philanthropic partnerships, maintaining clear records of communications, agreements, and activities.
- Assist in monitoring and evaluating partnership performance to ensure compliance and identify areas for renewal or improvement.
- Contribute to the development and implementation of donor communication strategies to foster trust and long-term relationships.

Lessons Learned & Documentation:

1. Conduct lessons-learned exercises post-submission of proposals or partnership initiatives, documenting trends, challenges, and successful strategies.
2. Share insights with the Business Development Specialist and internal teams to enhance future proposals and partnerships.
3. Contribute to the organizational knowledge base by documenting and sharing best practices in partnership development.

V. OUTPUT/MEASUREMENT

1. Increased number of qualified leads for donor and philanthropic partnerships.
2. Development of high-quality, well-researched grant proposals that align with organizational goals.
3. Effective management of partnerships, ensuring compliance with grant terms and achieving desired outcomes.
4. Documentation of lessons learned and contributions to knowledge-sharing, fostering continuous improvement.

QUALIFICATIONS

A. Minimum Qualifications

1. Bachelor's degree in a relevant field, such as Public Health, Global Health, International Relations, Non-Profit Management, or Grant Writing.
2. Minimum 3 years of experience in research, grant development, or a related field within the non-profit or public health sector (experience working with donors and philanthropies is a plus).
3. Proficient in written and verbal English communication (business formal)
4. Strong organizational skills and attention to detail.

Preferred Qualifications:

- Experience working with international donors such as USAID, DFID, or philanthropic organizations.

- Familiarity with budgeting processes, costing methodologies, and compliance with donor guidelines.

B. Competencies

1. Ability to conduct thorough research to identify potential donor and philanthropic partners aligned with CISDI's mission and focus areas, using online tools
2. Possesses strong interpersonal skills to build relationships with potential donors and philanthropists.
3. Proficient in drafting clear and concise proposals that showcase CISDI's work, impact, and value proposition for potential partners (directly translates to writing compelling and persuasive proposals).
4. Ability to collaborate with Project Leads and Research & Knowledge Management to gather information and develop compelling narratives that demonstrate the project's value and impact (correlates to strong storytelling).
5. Proficient in utilizing financial modeling tools and costing methodologies to develop realistic and well-justified budgets for proposed partnerships, ensuring alignment with program goals and donor budget restrictions.
6. Ability to maintain accurate records of communication, grant agreements, and partnership activities.
7. Ability to develop and implement communication strategies to foster strong relationships with donors and philanthropists through virtual collaboration.