



# Laura & Partners Consulting Limited

**GET NOTICED, GET HIRED!**

## **BUSINESS DEVELOPMENT MANAGER**

Our client, dedicated to fostering the growth of environmentally sustainable businesses in Zambia through innovative market development, capacity building for high-growth enterprises, impactful financing mechanisms, and investment facilitation services, is seeking a competent and qualified **Business Development Manager**.

### **Main Purpose of Job:**

The Business Development Manager is responsible for identifying and cultivating new strategic relationships toward the development of new business opportunities for the organisation's overall sustainability. The Manager supports the organization's overall new partner acquisition and management strategy and leads the development and realization of the resource mobilization strategies to support the implementation of the Organisations strategic plan.

### **Main duties and responsibilities:**

- Strategy and Planning;
- Resource Mobilisation Strategy;
- Proposal Development and New Business;
- Networking and Relationship Building;
- Governance Risk and Compliance;
- Knowledge Management, Learning and Sharing and;
- Team Management, Coaching and Mentorship

<b>Key Responsibilities</b>	<b>Main Activities</b>
<b>Strategy and Planning</b>	<ul style="list-style-type: none"><li>• Contribute to the development of the Corporate Strategy and;</li><li>• Contribute to developing and executing the business development strategy in alignment with organisational goals and objectives ;</li></ul>
<b>Resource Mobilization Strategy</b>	<ul style="list-style-type: none"><li>• Contribute to the development and implementation of the resource mobilization strategy;</li><li>• Take part in the preparation of organisational plans and budgets to ensure conformity with the strategic plan and organisational grant acquisition strategy;</li><li>• Coordinate and lead market study, donor mapping to ensure strong fundraising pipeline;</li><li>• Gather relevant information necessary for grant acquisition, identify opportunities and relevant institutional guidance materials to share with the team; and</li><li>• Work in close coordination with the Chief Executive Officer and other technical teams to ensure that the organisation pre-positions itself successfully on relevant grant funding opportunities.</li></ul>
<b>Proposal Development and New Businesses</b>	<ul style="list-style-type: none"><li>• Manage processes, procedures and policies for quality proposal development in compliance with donor requirements;</li><li>• Lead desk reviews to inform proposal strategy decisions such as problem analysis, partnering and staffing;</li></ul>

Key Responsibilities	Main Activities
	<ul style="list-style-type: none"> <li>• In coordination with technical teams, develop evidence-based capability and experience approaches;</li> <li>• Manage the database on funding opportunities from cultivation to award; and</li> <li>• Ensure adequate staffing and cost recovery is included in grant budgets and reviewed on a regular basis to ensure the right resources are available to deliver quality programs.</li> </ul>
<b>Networking and Relationship Building</b>	<ul style="list-style-type: none"> <li>• Manage the development of strengthened funding pipeline through analysis and proactive support;</li> <li>• Develop a donor engagement strategy for key identified donors and stakeholders relevant to priority bids;</li> <li>• Regularly create and seek opportunities for cooperation, networking, alliance building, learning and knowledge management across different organisational work areas; and</li> <li>• Cultivate and manage donor/partner relationships and effectively communicate the organization's strategy.</li> </ul>
<b>Governance Risk and Compliance</b>	<ul style="list-style-type: none"> <li>• Manage all activities within the section in alignment with the Business Development Policy, Procedures and Practices.</li> </ul>
<b>Knowledge Management, Learning and Sharing</b>	<ul style="list-style-type: none"> <li>• Manage documentation and sharing of approaches, project and program designs and lessons, case studies and other knowledge products for continuous team learning;</li> <li>• Manage the database to ensure information is shared among the team to capture new opportunities and track ongoing grants; and</li> <li>• Work with the technical teams in maintaining a repository of proposal development tools and templates.</li> </ul>
<b>Team Management, Coaching and Mentorship</b>	<ul style="list-style-type: none"> <li>• Plan and manage own workflow, anticipating obstacles, juggling priorities and following through on objectives within agreed time-frames and according to quality standards;</li> <li>• Mentor and develop Business Development team members, fostering a culture of continuous learning and professional growth and;</li> <li>• Build staff and partner organization capabilities for successful grant acquisition and management;</li> </ul>

#### **Qualifications Experience and Skills:**

Considerable competence at management level is required to understand and apply advanced policies, practices, procedures, concepts, and principles;

#### **General Education:**

Full Grade Twelve (12) Certificate

#### **Professional/Academic Qualifications:**

Bachelor's degree in Business Administration, Management, Finance, Social Science or other related qualifications.

MSc. MA in a related discipline

Professional and valid membership to relevant professional body.

#### **Relevant Job Experience:**

Minimum of 5 years' post qualifying experience in a cross-cultural environment institution at management level in business development and/or grant acquisition and management, preferably in an international development organization.

Demonstrated experience in fundraising and donor management

**Skills:**

<ul style="list-style-type: none"> <li>• Team building;</li> <li>• Conflict management;</li> <li>• Interpersonal skills;</li> <li>• Decision making skills;</li> <li>• Conceptual skills; and</li> <li>• Highest standards of integrity</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic management skills;</li> <li>• Organization and coordination skills;</li> <li>• Administrative skills;</li> <li>• Influencing/persuasion/judgment;</li> <li>• Performance management and development;</li> <li>• Developing, motivation and coaching;</li> <li>• Mentoring and counseling and;</li> <li>• Strategy formulation and execution.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the Zambian SME development sector;</li> <li>• Business Development skills;</li> <li>• Proposal writing skills;</li> <li>• Networking skills;</li> <li>• Sound business and commercial acumen;</li> <li>• Budget formulation, execution and monitoring skills;</li> <li>• Risk management skills encompassing the governance, risk and compliance landscape;</li> <li>• Data analysis and interpretation skills;</li> <li>• Project management skills;</li> <li>• Change management skills and;</li> <li>• Knowledge of the full MS Office suite</li> </ul>
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**Applications must be addressed to:**

The Managing Partner/CEO  
 Laura & Partners Consulting Limited CV 16  
 D.G Wallace Road,  
 COMESA Exhibition Village, Show grounds,  
 Lusaka

Applications must be emailed with the subject **"Business Development Manager"** to [Mary@lauraandpartners.com](mailto:Mary@lauraandpartners.com) on or before 14 June 2024. **Only electronic applications will be accepted.**