

Business Development Lead

Position Description

Work schedule: 32-40 hours per week

Location: The Hague

Start date: As soon as possible

Job grade: 14

Salary range: EUR 3340-4174 (40 h/week)

Purpose and Scope of the Position

This position is central in the work of securing income streams for ICM's sustainability and growth. The position holder must be a confident communicator who is driven to achieve ambitious but achievable targets at speed.

The position holder will use their knowledge to source funding streams and maximise the opportunities to develop new and existing funding opportunities in a constantly evolving market. They will be able to work independently and at pace with the leadership team and be able to quickly develop strong relationships with donors.

Role Specific Responsibilities

Reporting to the Head of Programmes and Partnerships, the position holder will:

- Lead on identifying income-generation opportunities for ICM, both through ICM's existing relationships with funding partners (UN agencies, private sector Foundations, bi-lateral donors), and by finding new ones.
- Lead on diversifying ICM's income base by proactively seeking opportunities from a variety of funding sources.

- Contribute to development of ICM's Income Generation Plan, including setting annual targets.
- Ensure that ICM reaches the annual income targets set within ICM's Income Generation Plan.
- Proactively seek and share funding intelligence with ICM's Leadership Team.
- Develop and manage ICM's funding pipeline.
- Produce high quality, timely, tailored concept notes, proposals, applications and pitches to funding partners, addressing grant-making priorities, corporate criteria and requirements as specified by individual donors.
- Maintain a good knowledge of ICM's activities, policies and learnings to ensure that the information in the concept note/proposal/pitches is accurate and up to date, including references to current external research and statistics.
- Maintain an in-depth, up-to-date knowledge of ICM's strategic priorities, results framework and key projects to inform grant and partnership fundraising activities and maximise opportunities.
- Work in close collaboration with ICM's Finance Team to produce and review budgets for funding applications, ensuring a full cost recovery approach whilst remaining cost effective and compliant to legal and regulatory requirements.
- Maintain and update ICM's CRM system, including data input, tracking expected income, running reports and ensuring compliance with the ICM's Data Protection and information security policies.

Person Specification

The following requirements will be measured as part of the assessment and selection process:

Education & Qualifications

- Master's Degree in International Development or comparable attainment by experience.
- Evidence of continuous professional development in resource mobilization. .
- Fluency in English (ICM's working language).

Experience and Knowledge

- Significant experience in developing concept notes, drafting pitches, and designing and writing bids for five to seven figure multi-year grant applications in the international development sector
- Demonstrable track record of successfully raising funds (five to seven figure funds per application) from a variety of sources (especially USAID, European Commission, bi-lateral donors such as DfID, SIDA, JICA, and private donors)
- Experience of cultivating, developing and managing relationships with a diverse range of partners and donors
- In depth understanding of proposal design techniques using Theory of Change and ability to convert complex and often unorganised information into compelling project ideas and proposals
- Thorough knowledge and understanding of preparing and reviewing budgets
- Proficient with Microsoft Office: Word, Excel, PowerPoint and Outlook
- Excellent written and verbal communication skills
- Ability to work calmly under pressure while delivering on time, meeting multiple deadlines in a fast-paced environment
- Excellent organisational skills, time management and ability to prioritise a wide variety of work
- Excellent relationship building skills, both in person and online
- Pro-active and a “can do” attitude and a “sales” mentality. Eager to win prospect partners for ICM’s work.
- Demonstratable commitment to equality and diversity

Desirable Requirements and Skills

- Knowledge of SRHR/public health issues in international development.
- Experience of working in a multicultural and multi-lingual and diverse organisation.
- Experience with using a CRM system (especially ZoHo)
- Spanish and/or French language skills

