

Job Title Business Development Manager
Grade E
Reports to Director, Donor Relations and Fundraising
Location London (UK)

Role Purpose:

To lead and support the development of winning bids for restricted funding from major government and institutional donors that will support the delivery of IPPF's Strategic Framework.

Context of Role:

- The Donor Relations and Fundraising team works towards mobilising funding that is critical to achieving the organisation's mission and championing IPPF's current Strategy 2028.
- The role will lead IPPF's relationships with several donors, reaching core funding targets, as well as developing a pipeline of restricted funding opportunities from these donors.
- The role will also work to develop and maintain a bid pipeline of opportunities, ensuring alignment with programmatic priorities, and ensuring diversification of funding where feasible, in particular identifying new funding opportunities for new areas of IPPF's Strategy 2028.
- This role is a critical part of IPPF's Donor Relations and Fundraising team, working closely with team members as well as with Regional Offices across the Secretariat.

Deliverables:

- Work with the DRF team to lead and support the development of competitive proposals, including developing a win strategy, a partner strategy and a cost strategy for major institutional donors. Working with the DRF Director and Regional Offices, the Business Development Manager will assemble and coordinate the work of proposal and bid development teams to prepare restricted funding applications.
- Analyse terms of reference of invitations to tender and calls for proposals to create a compliance and responsiveness matrix to support the development of a winning proposal.
- Lead and support the formation of programmes, consortia and pre-teaming agreements which are in line with donor-priorities.
- Identify restricted funding opportunities for the IPPF Secretariat including non-health opportunities from civil society, humanitarian, gender equality and private sector teams within donor government and knowledge sharing with the Member Associations.
- Research and establish a network of potential partners for restricted funding projects, evaluating competitor organisations and building relationships with key contacts.
- Oversee and co-ordinate the development of pre-qualification submissions and funding proposals, including research, compilation, writing and editing of proposal documentation and/or commissioning consultants where required. Facilitate the agreement for significant bids of key technical documents including the theory of change, logframe, Results Framework.
- Support DRF team efforts with donor engagement strategies globally.
- Research, recruit and establish a network of consultants to assist with restricted funding proposal development and review.
- Working with colleagues in programmes/project teams and Regional Offices (ROs) to develop programme plans for discussion with donor representatives who focus on restricted funding.

- Ensure bids/proposals are compliant and competitive including cost and staffing and are aligned with IPPF's cost recovery guidance.
- Manage and maintain IPPF's Bid Pipeline and lead on the monthly Bid Pipeline reporting.
- Contribute to the development, implementation and review of IPPF Global Income Generation strategy.
- Provide training and capacity-building on tendering for Secretariat staff on funding opportunities as appropriate.
- To ensure gender is effectively mainstreamed within the remit of the post and in line with IPPF's Gender Equality Policy.
- Support DRF team in building and maintaining positive relationships with all members of staff, and contacts both within and outside the Federation.
- To become familiar with the Federation's Health and Safety Programme and Guidelines for using Visual Display Units. To do everything possible to ensure a healthy and safe working environment, including following instructions and guidance.
- Take collective responsibility for safeguarding.
- To undertake any other relevant duties as may be requested from time to time.

Reporting/Management Responsibility:

- None (May be asked to line manage or support)

Expertise and Skills

- Good IT skills — Word, Outlook, and PowerPoint skills required. Database skills are desirable.
- Degree in social science, development or health-related subject.
- Developed application for communicating and documenting technical best practices.
- Knowledge of sexual and reproductive health issues.
- Developed application for administrative work.
- Excellent interpersonal and communication.
- Ability to work independently and as part of a team.
- Outstanding writing skills with fluent English - ability to write to a variety of audiences, including highly technical materials.
- Excellent time management and organisational skills required to meet deadlines.
- Ability to take initiative and work autonomously.
- Excellent Information Technology skills.
- Fluent English is essential. One other language desirable – French, Spanish or Arabic.

Your Ethos:

- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.

- Supportive of people’s rights regardless of sexuality or gender identity/expression and supportive of workers’ rights and access to health care in sex work.
- IPPF welcomes applications from candidates with empathy for or lived experience of existing within a marginalised group.
- Leads with kindness and endless curiosity.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF’s Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.