

Business Development Coordinator

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Company: Action Against Hunger

Location: Lusaka

Category: other-general

Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in 8 countries: Zambia, Ethiopia, Kenya, South Sudan, Somalia, Tanzania, Uganda and Haiti.. Action Against Hunger-USA has over \$100 million in programs, and approximately 1,600 staff based in in the various country offices, in New York City, Washington D.C, Nairobi, and country offices. Additional growth is anticipated.

Summary of Position

The Business Development Coordinator will ensure overall programme portfolio growth under the strategic leadership of the Country Director in Action Against Hunger, Zambia Mission. This position is required to work on new business development opportunities to grow Action Against Hunger Zambia's portfolio in a manner that assures ongoing quality, influence and impact. To achieve this goal, the Business Development Coordinator will champion and coordinate Action Against Hunger's resource acquisition processes from a wide range of donors, multi-lateral organizations, foundations, corporations, as well as a variety of emerging non-traditional funding streams. The position holder will work with the Country Director, technical leads, Regional office, Regional Grants and Contracts Team, USG Business Development Team, and International network member teams to: (a) grow revenue; and (b) achieve excellence in execution of grants through effective grants monitoring, preparation of quality and timely donor reports, and ensuring compliance with donor and

internal regulations and standards.

KEY ACTIVITIES IN YOUR ROLE WILL INCLUDE

I. Business development

Develop and review the Funding strategy for the Country Office to support the achievement of the goals set in the Zambia Country Strategy.

He/she will be accountable for ensuring that Action Against Hunger Zambia effectively prepositions for significant donor opportunities (donor identification and engagement), including selection of potential partners in collaboration with Country Director.

Produce a clear capture plan in advance for the expected opportunity in coordination with the Country Director. Work closely with staff at Country Office level to develop country-wide intelligence on key donors and actors, as well as portfolio analysis.

Coordinate collaborative, data-driven Go/No-Go (bid review forms) decisions, undertake pre-proposal activities including analyzing the funding opportunity; gathering intel on the donor and other actors; contributing to the development of complementary needs assessment when needed

Keep the funding tracker updated and regularly share information and charts with country office SMT members, regional office grants team, and USG Business Development Team. Manage and implement a proposal development plan ensuring that all necessary activities are clearly defined, assigned, and completed to the necessary timescales, communicating progress to all staff involved in producing the proposals and escalating bottlenecks to relevant decision makers.

Support the organization and facilitation of project design workshops, developing concept papers, proposal narratives and log frames, ensuring that high quality standards are met and that proposals meet donor and Action Against Hunger requirements.

Identify and tailor any available pre-written content relevant to the proposal opportunity.

Take information provided by the individual contributors (technical advisors, programs, humanitarian, operations, and MEAL, among others) to build a quality proposal and lead

proposal writing.

Liaise with finance, programs and operations on the development of the proposal budget, HR and procurement plans.

Secure all approvals for the assigned new proposals prior to submission to the donor.

Lead in formulation of teaming agreements for consortium formation, coordinate grant revisions/modifications/extensions and other changes as required.

Liaise with Action Against Hunger International Networks grant units in order to ensure proposals meet internal standards and are donor compliant.

Lead the post-submission follow-up process. Carry out learning and feedback exercises after submission and in depth reviews of unsuccessful proposals to identify reasons and any lessons learned. Document, share and develop plans to address identified weaknesses.

II. Reporting

Lead on reporting for program impact and progress including all donor-funded projects, ensuring that reporting requirements are met and all reports are subjected to rigorous quality assurance. Liaise with the regional, HQ and other Action Against Hunger networks for tracking of submitted donor reports.

This includes creating and circulating monthly reporting schedules; ensuring field teams' adherence to the reporting schedules; and, compiling, editing and reviewing reports; disseminating to regional office and, network members

Secure all approvals for grant reports prior to submission to the donor.

III.Grants Monitoring:

Lead project cycle meetings (e.g. kick off, reviews and closeout meetings), as well as monthly/regular grants management meetings which include representation from each unit (finance, programs, logistics) and ensure proper follow up of issues raised.

Monitor and support the use of management tools such as BFUs for the proper monitoring and the successful implementation of programs and early warning in case of

obstacles or challenges.

IV Donor Compliance

Research donor guidelines and compliance issues for new opportunities or existing grants, as needed, within the assigned portfolio of Action Against Hunger Zambia.

Review donor agreements and coordinate their review with the relevant Action Against Hunger regional or network offices.

Ensure that grants are implemented in compliance with Action Against Hunger and relevant donor regulations.

Develop grant guidelines, processes, and procedures, training staff members on these procedures, and addressing all grant related questions.

Ensure that key staff (including partners') have a clear understanding of donor compliance requirements including any regulatory or contractual changes throughout the project management cycle.

V. Communication and Information Management

Share all relevant documentation (grant proposals, reports, budget, etc.) to all staff related to their specific grants.

Keep an updated inventory of all communications related to programs/donors

Ensure information management and timely electronic filing of all proposal documents on the SharePoint No Hunger Forum.

VI Capacity building

Strengthen country capacities in new business and proposal development, reporting and compliance.

Ensure staff's familiarity with the requirements and formats and templates of each donor opportunity.

Coordinate in the preparation and roll out of local partners' capacity assessment and strengthening plans in coordination with relevant departments.

Gender Equality Commitments

Fosters an environment that supports values of women and men, and equal access to information.

Provides a work environment where women and men must be evaluated and promoted based on their skills and performance.

Respects beneficiaries i.e., women, men and children (boys and girls) regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age, or marital status.

Values and respect all cultures.

Requirements

Required Qualifications and Professional Experience

Degree in International development, Humanitarian assistance, Project Management, Social sciences, Public health or any other relevant field. Post graduate qualification will be an added advantage.

10 years of demonstrable experience in-country grant portfolio management, fundraising, external engagement/networking.

Extensive experience in fundraising and meeting revenue targets

Experience working with diverse donors i.e., SIDA, UN, GIZ, USAID, EU, GAC and foundations.

Demonstrable experience of proposal development and reporting.

Solid experience in strategic planning, program development, project management, monitoring and evaluation.

Advanced English language proficiency

Required Skills & Competencies

Solid experience in managing complex programs, large budgets and diverse teams

Strong cross-cultural experience (including leading programs in fragile and stable contexts)

Extensive experience building partnerships with donors, government and other stakeholders including representing a country office in UN and donor coordination mechanisms

Strong team management skills and experience collaborating with key business partners i.e., finance, HR, supply chain management and ensuring that programs receive timely project support and inputs

A self-starter who can work independently under pressure and who has ability to management competing priorities without direct supervision.,

Benefits

Action Against Hunger-USA provides all staff with an attractive salary & benefits package. We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, sexual orientation, national origin, age, handicap, disability, marital status, or status as a veteran. Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.

Application Process.

Interested? Then apply for this position by clicking on the apply button. All applicants must upload a cover letter and an updated resume and both must be in the same language as this vacancy note. Applications will be reviewed on a rolling basis.

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