

Business Development Specialist (Re-advertisement)

Position Overview

Nascent Solutions is seeking a dynamic Business Development Specialist to lead the organization's business development and capture activities. The incumbent will serve as the lead for business development and capture activities, oversee business development systems and processes for a growing Business Development Unit.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES: 90% OF TIME

Business Development

- Provide capture leadership of assigned opportunities in support of the new business development unit and growth strategy;
- Determine, manage and execute the full BD life-cycle process across multiple simultaneous bids and proposals, including with USG, other bilateral, and private sector (corporate and foundation) donors;
- Track business development forecasts, assist with go/no-go decision making, manage pre-bid preparations, including coordinating and contributing to capture teams, and ensuring quality proposal submissions;
- Lead proposal development and response efforts, serving as the main point of contact and coordinating technical, cost, staffing, partnering, and operational teams;
- Serve as proposal coordinator and writer on assigned bids or for bids led by technical leads;
- Coordinate business intelligence collection efforts and assist in the development of concept notes, letters of interest, and solicitation responses for contracts, grants, and cooperative agreements;
- Provide input into and facilitate the coordination of strategic initiatives for Nascent's growth in key regions and technical areas;
- Review RFPs/RFAs, support the design of proposal documents, timelines, templates and processes that guide proposal development in an efficient manner;
- Lead the development of concise, client- and partner-facing documents that demonstrate Nascent's value-add; Draft teaming agreements, MOUs and other efforts to improve new business development initiatives;
- Proactively reach out to clients to strengthen engagement and utilization; Produce and maintain a strong network of connections in the international development community to leverage our services;
- Stay updated on current trends and happenings with the international donor community to better understand our clients' needs;

- Represent Nascent at conferences, career fairs, and other industry events.

OTHER JOB DUTIES: 10% OF TIME

- Provides collaborative assistance and mentoring to other program personnel and departments that require the incumbent's expertise;
- Maintains a productive work environment with appropriate training of other personnel, volunteers and interns;
- Supports a fruitful team environment;
- Completes other tasks/projects as needed.

REQUIRED SKILLS & QUALIFICATIONS

- Bachelor's degree in related discipline; Master's degree preferred;
- 5+ years of international development experience with 3 years of demonstrated experience in business development, preferably for US government awards;
- Ability to identify new business development opportunities;
- Knowledge of US government award mechanisms, and procurement rules and regulations;
- Have a track record of successful capture management across organizations and programs at a variety of acquisition dimensions;
- Technical writing and proposal development experience;
- Knowledge of and networks within the international development community;
- Excellent communication skills, written, and oral proficiency in English, with proficiency in a foreign language highly desirable;
- Exceptional time management skills with the ability to deliver under tight deadlines;
- Highly self-motivated and autonomous; ability to work with little guidance;
- Willingness and ability to undertake a broad range of tasks as necessary in a small, growing organization;
- Ability to communicate effectively in multi-disciplinary and cross-cultural teams;
- Ability and willingness to travel internationally;
- **Current work authorization in the United States.**

How to Apply

To apply, please submit a cover letter that clearly shows that the applicant meets the qualifications, CV, and salary requirements to recruitment@nascents.org. **Please include "Business Development Specialist" in the email subject line.** CVs without cover letters will not be considered and only shortlisted candidates will be contacted. Closing date for applications is **December 10, 2019.**

Nascent Solutions is an Equal Opportunity Employer. All qualified applicants will receive

consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, or political affiliation.

About Nascent Solutions

Nascent Solutions (Nascent) is a Virginia-based 501(c)(3) non-profit international development organization. Its mission is to enable vulnerable people, especially women and children in rural Africa, to develop skills for self-sufficiency. The organization's areas of focus are food security and nutrition, health, education and skills development, and gender equity.

Nascent offers employees a competitive compensation package, including health insurance, paid vacation, 401(k), and a professional development stipend.