

FUNDING BUSINESS DEVELOPMENT MANAGER

Annual Salary and Benefits

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Internal Job Grade

- C2- National

Contract type

- Fixed Term; One Year Contract

Reporting to

- Programme Quality and Funding Director

Locations

Islamabad- Pakistan

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Annual Budget

No Direct Management of the budget.

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Staff reporting to this post

- Coordinator Donor Contract & Compliance and Funding officer

Internal:

- With institutional funding units of Executing and Partner Affiliates.
- With regional, EA, PA HQ technical advisors.
- With country level Senior Management Team (SMT).

External:

- With donors (in & outside country)
- Proposal writing consultants
- INGOs, national NGOs, public and private sector organisations, academia and consulting firms

Shaping a stronger Oxfam for people living in poverty.

Team Purpose

To lead and support country programme in new business development and existing donor contract management

Job Purpose

This position will manage the funding unit and will be responsible for devising and implementing the Country Funding Strategy. Working closely with the Programme Director and Country Director the Manager Funding & Business Development will lead on donor engagement, donor relationship management and raising restricted income through existing and new funding streams. This position also has overall responsibility for ensuring donor compliance for all existing contracts and new proposals.

Key Responsibilities and Accountabilities

- **Team Management:** Leads & motivates the funding unit to work as a team in unison with wider country team. Sets goals, provides mentoring and coaching to the funding team. Ensures capacity of funding unit is built & maintained to achieve set goals.

- **Country Funding Strategy:** Leads the design and implementation of Country Funding Strategy intended to strengthen income and partnerships to deliver Oxfam Country Strategy (OCS). Regularly scans market and updates donor & partner mapping. Monitors the funding pipeline and leads on income planning and forecasting at a country level.
- **New business development:** Actively identifies, qualifies and tracks funding and partnership opportunities in a systematic manner in pursuit of supporting Oxfam's programmes in Pakistan; including scoping new consortium partnerships with local stakeholders.
- **Strategic donor engagement:** Responsible for managing and building Oxfam's relationships with donor representatives in and outside the country. Proactively engages on a strategic basis with institutional donors at a country level in order to facilitate technical programme exchanges, influence policy and thinking, and identify key areas of potential cooperation, including programme funding.

Focal point for communicating with donors & Oxfam Partner Affiliates (PAs) vis-a-vis new business development and donor contract management. Ensuring the communication with donors is clear, consistent, and coherent. Knowledge management of donor communication (email, meeting minutes, follow up, donor visit plan).

- **Engagement with Oxfam Confederation:** Links with the confederation funding architecture to access opportunities and technical assistance. Brokering assistance from technical advisers and donor account managers in affiliate HQs, regional offices and shared services. Supports in-country staff to adhere to funding policies and guidelines of the confederation. Collaborates with Partner Affiliates in accessing their back donors through joint programme development.
- **Capacity building:** Undertakes capacity assessments and provides technical training, support and advice for Oxfam & partner staff on new business development, donor trends & strategic plans and donor compliance.

Technical Skills, Experience & Knowledge

Essential

- Master's degree from recognised university with 5 - 7 years experience in I/NGO in new business development & contract management.
- Demonstrable experience and success in engaging with bilateral and multilateral donors for an international agency like Oxfam.
- Demonstrated ability to devise and implement resource mobilisation strategies.
- Proven ability to identify new business opportunities and partnerships.
- Experience of collaborating with and leading technical teams to develop program proposals that are funded by institutional donors.
- Strong networking, representational, and negotiation skills.
- Ability to work effectively with others in a team across institutional boundaries and business units.
- Proven ability to utilise talent and expertise of team members to achieve objectives.
- Superior verbal and written communications skills in English with ability to analyse and synthesise complex issues.
- Proven track record of new business development & contract management of different donors (DFID, DFATD, EU, UN, ECHO, Private Sector, MoFA Netherlands, DANIDA, etc.)

Desirable

- Good understanding of donor trends, priorities and strategic plans.

- Ability to evaluate and judge complex issues and identify critical issues to ensure an effective focus.
- Innovative and creative approach to problem solving.