

Background

Adventist Development and Relief Agency (ADRA) is the global humanitarian arm of the Seventh-day Adventist Church. ADRA Madagascar is part of the ADRA Network and was established in Madagascar in 1992 to provide development and relief assistance to people who need it most. Madagascar is a country in southern Africa located in the Indian Ocean. It is the fifth largest Island in the world with a population of approximately 27 million people; but it is also one of the poorest countries of the world. ADRA works in central, south eastern and south western Madagascar. Vulnerable populations are exposed to economic hardships, low access to education, scarcity of water and sanitation, poor health services, lack of food, and impacts of natural disasters. The country is prone to natural disasters, mainly cyclone and floods, but also drought due to climate change impacts and El Niño phenomenon. ADRA is most active in parts of the country mostly affected by disasters and facing malnutrition and food insecurity challenges.

Purpose of the Position:

The purpose of this role is to work with the Country Director, Head of Programs, Technical Directors and other key staff of ADRA Madagascar to grow the organization's income and partnerships to resource the country program strategy. The business development director will primarily be responsible for ensuring that the business development and fundraising strategies align with ADRA Madagascar's strategic plan, ensuring that proposals developed in response to call for bids are of the highest quality and submitted on time. He or she is also responsible for ensuring that Technical Directors and other program staff understand and comply with donor requirements, including timely preparation of reports to donors. He/She will be responsible for reviving old and identifying new funding opportunities in line with ADRA Madagascar's program priorities and take the lead in preparing the funding requests according to the call for proposal guidelines.

Role Responsibilities

1. Business Development and Resource Mobilization

- a. Lead the development, revision and implementation of business development and resource mobilization strategies to ensure adequate resources for the implementation of ADRA Madagascar's Strategic Plan.
- b. Map out all potential funding opportunities from diverse donors, including private foundations, international, institutional, non-traditional, and in-country donors and prepare resource mobilization plans, potential affiliates, technical priorities and funding targets.
- c. Research new funding prospects, maintain donor database and grants calendar, and actively identify and track funding opportunities.
- d. Develop standard operating procedures (SOP) for defining Bid/No-bid processes and apply this SOP in advising ADRA Madagascar Management on Bid/No-bid decisions.
- e. Develop SOPs defining the proposal development processes, including roles and responsibilities of different participants in the process.
- f. Conduct all necessary groundwork for proposal development, assemble bid development teams, provide effective bid coordination, and undertake

quality assurance of proposals to ensure that proposals submitted to donors are of the highest quality and competitive.

- g. Work with the Head of Programs, Technical Directors and other relevant staff to coordinate and ensure an inclusive process of program design and funding application development.
- h. Conduct scoping for new partnership opportunities and advise ADRA Madagascar Management on potential partnerships that could add value to the work of the organization.
- i. Communicate with relevant officers at ADRA International to secure funds for co-financing, if necessary.
- j. Secure technical assistance from ADRA Network when necessary.

2. Business intelligence

- a. Undertake research to help the management of ADRA Madagascar to understand the trends in donor interests in humanitarian and development funding in Madagascar, as well as other key determinants of donor funding.
- b. Undertake periodic landscape analysis of the humanitarian and development field in Madagascar to provide evidence base for updating ADRA Madagascar business development plan. Within this context, conduct specific analysis for each of the sectors that ADRA Madagascar is intervening to provide evidence for modifying its approach to enhance its positioning within that sector.

3. Management of Awards and Compliance with Donor Requirements

- a. Provide technical advice during grant negotiations and work with the rest of the program team to ensure that appropriate grants management system is in place and adhered to.
- b. Support the program and administrative staff to understand donor grant policies, procedures, and guidelines, including donor reporting requirements.
- c. Support the Head of Programs to ensure compliance with donor requirements throughout the life of each grant, including timely submission of quality and informative programmatic and financial reports to donor, and participate in donor meetings.

Knowledge, Skills and Experience

Essential

- Master's degree or higher in Business Administration, international Development, Public Health, Social Sciences or other relevant field **PLUS** five years of experience in business development, international development or resource mobilization.
- Alternatively, Bachelor's degree in Business Administration, International Development, Public Health, Social Sciences or other relevant field **PLUS** at least 8 years of experience in business development, International Development or resource mobilization.

- Demonstrated ability to develop and implement business development and resource mobilization strategies (Evidence will be required)
- Demonstrated ability to identify new business opportunities and partnerships
- Demonstrated experience of leading teams to develop project proposals.
- Significant experience in developing successful proposals in response to RFA from international, bilateral and multi-lateral donor agencies.
- Demonstrated ability to work collaboratively with others within a multicultural, multilingual, and multidisciplinary environment.
- Superior verbal and written communications skills in English and/or French with ability to analyze and synthesize complex issues.
- Excellent computer skills, including various office applications, including Word, Excel, Outlook, PowerPoint, Microsoft Publisher, and internet research.
- Excellent interpersonal and negotiation skills.
- Self-motivated, target-driven and a proactive approach to funding.

Desirable

- Significant experience in developing successful proposals in response to USAID RFAs.
- Strong strategic, analytical, systems thinking, and problem-solving skills.
- Demonstrated ability to manage time effectively and adapt priorities to respond to changing demands and tight deadlines, across multiple time-zones.
- Strong relations management abilities.
- Ability to relate to people at all levels internally and externally.