



## **Business Development Consultants**

### *Job Description*

CARE is an international NGO with staff and partners in 100 countries. We work in partnership to co-create, catalyze and scale up local solutions to poverty and inequality, and we seek dignity for everyone every day and during times of crisis. These solutions have a broad range, from disaster response to food and nutrition to education and work for women and girls to healthy mothers and children. CARE's Vision 2030 puts gender equality at the heart of all our work. We seek to have women leading the change to impact and their voices heard; together with our partners we put women and girls at the center of everything we do because when they have equal access to resources, they lift their families and communities out of poverty. Our staff live where they work, which makes us effective at understanding the challenges they face. We've been doing this for 75 years, since World War II. It started with the world's first CARE Package of food for the post-war hungry in Europe. Our work today is as important as ever, we believe that poverty and inequality are historic injustices that we can end within a generation, for good. If you share our core beliefs: poverty is an injustice; poverty is solvable; and together, we have the power to end it, join us, and Fight with CARE.

CARE has made a strategic decision to increase its work with US Government (USG) and other institutional funders to better resource our vision and mission. This has included expanding its Institutional Funding and Strategy (IFS) department, improving coordination between country-based, regional, and HQ-facing teams, establishing more rigorous and comprehensive opportunity pursuit procedures, and generally strengthening its capacity to bid competitively on a wider array of opportunities. We are now in the first year of a 3-year growth and diversification strategy that envisions expanding this segment of resource mobilization even further.

### **Job Summary**

This is a general call for experienced Business Development Consultants for both short and long-term engagements related to anticipated business development needs. This includes: Proposal Managers, Proposal Writers, Cost Proposal Specialists, and Recruiters.

### **Proposal Managers**

This position ensures the development and delivery of competitive proposals and leads and supports cross-divisional proposal teams, including but not limited to Country Office Teams, Technical Teams, Cost Proposal Specialist Teams, and Talent Acquisition. S/he work within the parameters of CARE's Business Development Policy and Procedures. This position ensures adherence to all proposal policies, procedures, and timelines to develop or support a submission that is technically and financially sound, responsive, compliant, and of the highest quality.

### *Responsibilities*

- Ensure adherence to all proposal policies, procedures, and timelines;
- Manage the proposal development team from solicitation release through submission and after action reviews;
- Support proposal development teams, as assigned by the Director of Bid Coordination
- In collaboration with the Technical Lead, develop technical volume outlines, compliance matrices, and layout and style protocols;



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- Serve as the point of contact for subcontractors and partner organizations. Prepare and assist in negotiating teaming agreements with partners;
- Hold regular checkpoint meetings with proposal team to ensure adherence to schedule, check quality and compliance of response, surface potential problems early;
- Manage review process and work closely with technical writers to ensure the proposal is responsive to the evaluation criteria of the solicitation;
- Oversee preparation of the proposal for production and delivery;
- Track deadlines and timelines and inform the Director of Bid Coordination of any potential problem in meeting deadlines or submitting a compliant and high quality proposal;
- Convene post proposal debriefing meetings to discuss the proposal process and identify lessons learned.

### *Qualifications*

- Four to six years of relevant professional experience, with a minimum two years of proposal development experience for USAID solicitations and other USG agencies;
- Excellent skills in writing, editing, formatting, research, and communications;
- Excellent meeting facilitation skills;
- Work experience in the international development field;
- BA or equivalent experience in international relations, development, or a related field;
- Strong knowledge of the competitive market within CARE's technical areas.
- Working proficiency in French, Spanish or Arabic preferred.

### **Proposal Writers**

The Proposal Writer will write and support priority bids in response to USAID-funded RFP/RFA's. This position works within our business development team to help develop winning strategies and then work with team members to clearly articulate that strategy in a proposal response. S/he will support efforts in pre-positioning, capture, and during live bids.

### *Responsibilities*

- Lead proposal writing for USG-funded opportunities, primarily USAID.
- Create winning approaches that are responsive to RFP/RFA's and collaborate closely with technical staff to ensure strategies are clear
- Develop early strategies during capture and pre-positioning efforts
- Create proposal outlines and ensure inputs from other contributors meet expectations and are responsive to the RFP/RFA
- Provide guidance and training to business development coordinators and proposal managers as it relates to proposal writing

### *Qualifications*

- Minimum 7 years' experience in business development within the international development industry
- BA or equivalent experience in international relations, development, or a related field;



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- Expertise in proposal writing for USAID-funded opportunities
- Strong knowledge of the competitive market within CARE's technical areas.
- Working proficiency in French, Spanish or Arabic preferred.

### **Cost Proposal Specialists**

The Cost Proposal Specialist, an integral member of the proposal team, generally takes the lead role for the development of the RFP/RFA business management/cost proposal component. S/he advises, coordinates and/or leads the preparation of high-quality cost proposal applications primarily for USG Competitive Bids and to some extent other non-USG bids, depending on needs of internal clients and/or what is necessary per CARE's strategic purpose. This individual determines the essential cost elements needed for each USG proposal submission, in relation to the donor's requirements, and provides timely and effective leadership, guidance and support to COs and HQ throughout the proposal development process. S/he is expected to assist in the collaboration among IFS, Legal, Award Management Solutions, and others on changes in USG requirements, advocating for necessary improvements as needed to promote USG compliance and effective project implementation.

### *Responsibilities*

- Provide technical assistance to the proposal team and lead the cost proposal development for USG solicitations and task orders.
- Function as the Cost Team Leader for HQ formed Proposal Response Teams and determine the essential cost elements needed given donor requirements.
- Review solicitation requirements and advise COs & HQ units on the interpretation of specific requirements and lead/recommend appropriate response to meet those requirements.
- Provide tailored budget templates, review them after budget consolidation, and collaborate with the proposal team to ensure alignment of CARE's needs, donor requirements and policies, and the technical section of the proposal.
- Review required certifications, ensure proposal team understands regulatory obligations, and inform IFS staff of any important information effecting the decision to pursue the funding opportunity or the ability of CARE to successfully implement the project.
- Collaborate with Legal, Award Management Solutions, Finance, and other CARE department as appropriate, to ensure all the requirements of each RFP/RFA is correctly and thoroughly met.
- Stay abreast of CARE's most current audit findings and recommend appropriate actions to satisfy donor requirements in proposal submissions.
- Remain updated with donor regulations and collaborate with Legal department, Award Management Solutions, and other key stakeholders on USG compliance issues related to cost proposal development.
- Build the capacity of CARE staff to improve their budgeting and cost proposal development skills, and their knowledge of related donor regulations.
- Establish/foster relationships with other organizations to gain and share knowledge about best practices in addressing contractual and donor compliance issues.
- Respond to periodic requests for assistance, after winning a bid (pre-award or post-award), to coordinate budget information with CO/HQ Grants Management and Award Management Solutions for handover purposes.



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#### *Qualifications*

- Bachelor's Degree in Finance or related field
- 3 years of grant/contract experience
- 5 years of budget development experience
- 5 years of financial analytical experience and proven skills
- 2-3 years of experience coordinating proposal development activities
- Ability to work effectively with others on a team and proven team skills
- Clear writing and communication skills
- Excellent problem-solving skills
- Excellent skills in Microsoft Office applications particularly Excel
- Excellent interpersonal skills
- Ability to work in a fast-paced and extremely time-sensitive environment (handle pressure)
- Excellent organization skills
- Self-starter
- Ability to understand non-profit accounting
- Budget analysis and development
- Ability to understand the details without neglecting the bigger picture
- Familiarities with U.S. Government grant and contract regulations, including the FAR

#### **Proposal Recruiters**

The Proposal Recruiter manages, coordinates, and/or leads the staffing component for assigned bids. They analyze the solicitation and determine the staffing strategy and give input into the proposal's management and organizational structure. The Proposal Recruiter will have full accountability for securing internationally hired key and non-key personnel on assigned bids. Additionally, they will collaborate with Country Offices on recruiting locally sourced Key and other senior-level personnel. This includes reviewing candidate shortlists, advising on best practices in business developing recruitment, and ensuring compliance with bid requirements.

#### *Responsibilities*

- Providing guidance and leadership in the recruitment of international staff and supporting proposal development efforts for competitive bids, with CARE either leading the bid as prime or in a sub-partner role, collaborating with external partners.
- Quickly identifies, sources, and interviews prospective staff working in close collaboration with team members from the Country Offices and technical units.
- Develop a tailored recruitment strategy for competitive bidding for each assigned proposal and provide thought leadership around management and personnel structures during the competitive bidding process.
- Responsible for completing reference checks, negotiating contingent offers, writing and revising CVs and management plans, and preparing candidate materials for proposal submission, as needed.

#### *Qualifications*



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- Bachelor's Degree in a relevant field or equivalent combination of education and relevant work experience.
- Minimum 5 years of recruitment experience; experience with USG-funded (preferably USAID) competitive bidding/proposal recruitment process is required.
- Broad knowledge of employee relations, compensation & benefits, staffing, training and development, and basic US labor laws
- Demonstrated expertise in USAID rules and regulations regarding recruitment and personnel processes
- Demonstrated ability to work cross-culturally.
- Excellent interpersonal skills
- Ability to think strategically
- Ability to work in a fast -paced and extremely time-sensitive environment (handle pressure)
- Strong oral & written skills
- Excellent organization skills
- Computer literacy (Microsoft)
- Proficiency in French preferred but not required.