

## Job Poster

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<b>Position Title:</b>	<b>Lead, Business Development – 12-month Maternity Leave</b>
<b>Location:</b>	<b>CODE HQ, Ottawa (working remotely)</b>
<b>Reports To:</b>	<b>Executive Director</b>
<b>Supervises:</b>	<b>Consultants, volunteers</b>

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Good books brought to life by excellent teachers help learners understand and thrive in the world around them. That is the idea behind CODE. CODE takes a comprehensive approach to programming, working with teacher educators, teachers, librarians, writers, and publishers to develop and sustain literate environments. CODE works in partnership with national and local governments, local implementing partners and in-country experts as well as with international experts, institutions, and organizations.

Building CODE's networks to increase the diversity and predictability of revenue while contributing to the sustainability of programming is critical to CODE and the achievement of its strategic directions. Engaging with a broad spectrum of institutional donors and partners in order to identify and secure new business opportunities is essential for our programs to be innovative and responsive to local needs and will allow us to collectively maximize our contribution toward a world where every child is literate.

**NOTE:** *Depending on the candidate's experience, CODE is willing to consider more than one approach to filling this position. It could be a single, full time position for the entire 12 months or alternatively more than one person working on an 'as needed basis', but with a minimum number of guaranteed days over the same 12 month period. Please state your preference and why, in submitting your application.*

### **SUMMARY**

Under the direction of the Executive Director, and working closely with colleagues in programming, finance and fundraising, the *Lead on Business Development* drives CODE's growth and associated access to sustainable, diversified funding by taking lead responsibility on the research, identification and submission of programming proposals in relation to bids and contracts in accordance with CODE's 2019-2022 Strategic Plan.

The Lead on Business Development will conceive and develop new projects drawing on wide stakeholder input and building on both CODE's long experience and on promising practice from the education sector. The Lead will have the ability to manage diverse expectations and a willingness to take the first step to inspire others to contribute. She/He will need to invest sufficient time in managing internal and external communications and be able to inspire and motivate others with a clear vision in order to achieve agency buy-in. Business/Program development credentials and experience, as well as experience managing international programs in the education sector is essential. She/He has a solid background in building business cases steeped in her/his knowledge of field (overseas) operations.

## **KEY AREAS OF RESPONSIBILITY**

### **Provides leadership in new Program/Business Development**

- Leads on the development of proposals to government agencies, multi-lateral funders and other donor institutions with capacity to fund new multi-year CODE programs.
- Develops relationships and partnerships with current and potential donor agencies. Identifies and develops a pipeline of new business opportunities with current and new institutional donors to support the expansion of CODE's international programming.
- Collaborates effectively with Program team and implementing partners to develop results-based program concepts and proposals.
- Manages negotiations for new contractual program funding.
- Actively pursues foreign bilateral opportunities through partnership/consortium building and proactively engage Global Affairs Canada to identify and pursue opportunities.
- Maintains extensive knowledge and awareness of best practices and trends in education including innovative and out-of-the-box approaches.
- Maintains extensive knowledge and awareness of political developments.
- Reviews CODE program assessments and evaluation to incorporate learning into new proposals. Makes recommendations on current programs in support of continued and new donor support.
- Develops and implements effective outreach strategies that balance organizational growth and stakeholder requirements.
- Works with the Director of Programming to help ensure CODE's smooth adoption of newly contracted programming.
- Co-ordinate with CODE staff, preparation of Terms of Reference, Scope of Work, Memorandums of Understanding and Contracts with consultants working in support of Business Development and others working with CODE on an as needed basis.
- Inform CODE of evolving global initiatives, approaches, or priorities as it relates to international programming so to ensure CODE is in a position to seize opportunities and continually improve its programming.

## **POSITION QUALIFICATIONS REQUIRED KNOWLEDGE, COMPETENCIES AND EXPERIENCE**

### *Essential:*

- Demonstrated track record submitting proposals in the education sector to Global Affairs Canada
- Demonstrated track record with evidence of contributions to organizational revenue and growth through competitive bidding process.
- At least 5 years of experience working on international development programming (preferably in education and in Africa).
- Commitment to CODE's vision of supporting a sustainable literate environment in the developing world.
- Commitment to women rights and understanding of integrating gender equality in development initiatives.
- Excellent interpersonal, problem solving and communication skills
- Strong work ethic and be able to work as part of a team and independently
- Exceptional skills in establishing relationships, negotiating, and influencing others.
- Open to building on a project's success to upscale or bring new ideas.

**Preferred Experience**

- Management and supervisory experience related to managing complex business development teams and bids
- Experience implementing literacy programs in developing country contexts
- Experience and knowledge developing and tracking budgets
- Experience monitoring and evaluating programs
- Experience living and/or working in a developing context
- Experience managing GAC funded projects
- Knowledge of global education sector

**Education**

- Master's degree in international development /affairs, international business, strategy or related fields.

**Language Requirements**

- Strong English-language writing skills with experience in proposal and report writing

**To apply:** Interested applicants should forward a cover letter and resume to <https://codecan.applicantstack.com/x/apply/a2h8bz735iqn?preview=1>

**Deadline: October 15, 2020** (*applications will be reviewed as they are received*)

*All applicants must be eligible to work in Canada. We thank all candidates for their applications; however only those selected for an interview will be contacted. No phone call please.*