

# JOB PROFILE

How to Apply for this Job



Tom Price/Tearfund

## Background on Tearfund

**Who we are:** We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theology of Mission](#)

**Our vision:** To see people freed from poverty, living transformed lives and reaching their God-given potential

**Our mission:** We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

**Our values:** We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

*Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8*

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## Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact [recruitment@tearfund.org](mailto:recruitment@tearfund.org).

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

## Job Profile

<b>Job Title</b>	Business Development Lead
<b>Group</b>	International Group
<b>Team</b>	East and Central Africa
<b>Location</b>	Addis Ababa - Ethiopia
<b>Responsible to</b>	Country Director

### Part 1 – Job description

#### 1. Main purpose of the job

Tearfund is recruiting for a Business Development Lead (BDL). The post holder will be based in Addis Ababa (Ethiopia).

The Business Development Lead (BDL) assists the country team to produce high quality proposals to access donor funding for the country office and selected partners. They will provide accountability to those donors whilst ensuring compliance to donor and Tearfund rules and conditions. They will maintain current relationships, and/or establish new relationships with donors & Tearfund strategic partners. Identify new areas for engagement, and research the latest in the humanitarian/development business development to create new funding opportunities and products for potential donors.

As a member of the Senior Management Team (SMT), the role is responsible for coordinating all donor proposals and reporting, and donor project knowledge management systems within the country programme. This requires working closely with the Programme Quality Assurance and Management Lead, Project Coordinators, and the Grants Management and Compliance team, to draft and edit donor proposals and reports. They will coordinate compliance with various institutional donor rules, Tearfund policies as well as writing news and prayer letters on request; and collecting and sharing stories and good practice gathered from partners.

#### 2. Position in organisation

- Grade: 3
- Directly reports to the Country Director
- Closely coordinates with the Senior Management Team, including Finance and Grants Manager, Programme Management and Support Team, Compliance and HR staff
- Liaises closely with partners involved in accessing donor funding. This role interacts and liaises with different teams within Tearfund, particularly the Regional Programme Funding Manager, Partnerships team in the UK, and Tearfund Strategic Partners in relation to funding and fundraising activities.
- Keeps the Senior Management Team abreast of ongoing work interaction and communication with donors and teams external to the country team.

#### 3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Engage with Tearfund Prayers and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

#### **4. Organisational requirements**

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

#### **5. Duties & Key Responsibilities**

##### **5.1. Programme Strategy**

- Responsible for supporting the Country Director in the implementation of the Ethiopia Country Strategy in regards to partner programme/project design and funding.
- Ensures all donor submissions are in line with Tearfund's Quality Standards, PCM and sector good practice, and reflect the priorities outlined in the programme
- Identifies and shares learning on innovative and effective fundraising ideas to improve fundraising strategies
- Together with the Country Director, maintains current relationships, and/or establishes new relationships with donors and Tearfund strategic partners
- Identifies new areas for engagement, and researches the latest in the humanitarian/development business development sector to create new funding opportunities and products for potential donors
- Review case studies of good practice for both internal and external dissemination.
- Keep the Senior Management Team updated on key donor strategies and priorities, and be aware of specific calls for proposals, in conjunction with the Programme Funding Team.

##### **5.2. Project / Support Function Management**

- Leads the country team in drafting concept notes and proposals, including budgets (working closely with finance) and any required supporting documentation, whilst ensuring donor guidelines are followed.
- Leads the country team to develop quality logical frameworks and theory of change to describe the projects and allow effective monitoring and demonstration of impact.
- Coordinates the provision of the required information for Project Development Meetings (PDMs), to ensure relevant authorisation is gained prior to donor submissions, while ensuring any recommendations are adopted into the final submission.
- Assist and coach partner and in-country staff to ensure partner staff capacity is built in regards to Project Cycle Management, seeking and obtaining donor funding and Tearfund's Quality standards.
- Edits and undertakes a final proof reading of all documentation prior to submission to donors to ensure quality control, focusing on clarity, consistency, and application of PCM good practice

- Ensures the in- country team and partners are aware of, and able to meet the contractual commitments made by signing off.
- Facilitates the signing of donor contracts ensuring legal review, sign off within delegated authorities.
- Provides appropriate support to the Country Director, Programme Quality Assurance and Management lead, and Finance and Grants Manager to ensure Tearfund's Partnerships comply with corporate requirements.
- Actively draws out lessons on fundraising and new programme development to be shared within the team, but also with the broader cluster and technical teams.
- Takes a lead in supporting the country team and partners to document case studies and beneficiary stories, sharing them with regional cluster and UK teams
- Ensures availability and appropriate use of programming information to be used in reports, information briefs, bulletins and case studies.
- Produces prayer and security updates for Tearfund supporters, where requested.
- Part of the team involved in assessing capacity to partner to carry out implementation of Institutional Funding, where requested.

### **5.3. Corporate Policy And Compliance**

- Oversees and maintains the programme's Grant Management Information System (GMIS) to ensure the timely and quality submission of internal and external proposals and reports, setting deadlines for submission of draft documents
- In consultation with the Country Director and in-country staff maintains a standard filing system to ensure core donor and project related documentation is held and accessible, using effective paper and electronic filing systems in accordance with Tearfund standard procedures.
- Act as a conduit for information on donor rules and regulations applicable to each donor project between Programme Funding Advisor(s), and the wider SMT.
- Coordinate the monitoring of compliance to specific donor rules and regulations, highlighting areas of insufficient compliance to SMT.
- In collaboration with the SMT monitor the implementation of the project closure guidelines at the end of every project.

### **5.4. Team Management**

- The Business Development Lead liaises with the SMT in order to gather required information for donor proposals, budgets and reports within a timely fashion coordinating with the rest of the team the submission of these documents
- The Business Development Lead may support in other duties as determined by the Country Director.
- Participates in team planning and takes lead in submitting project concept notes, proposals and plans on programmes/ projects
- Supports and participates in team development initiatives in the country office

### **5.5. External Representation**

- As delegated by the Country Director, attend relevant inter-agency coordination meetings
- Supports the country director in developing and maintaining donor relations with in-country, through email, phone and face-to-face meetings.

## Part 2 – Person specification

### Job title: Business Development & Communication Lead

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree or equivalent qualification in development, humanitarian affairs, programme development and Business Management or other relevant course</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further relevance study and learning – particularly in regards supporting learning, systems thinking, process management and development and measurement.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven experience in both Local and/or International NGO with similar position: proposal development (narrative and budgets) and donor reporting</li> <li>Proven ability to develop winning proposals for public and/or private sector donors</li> <li>Experience in logframe development and Project Cycle Management</li> <li>Experience in conveying stories and case studies to external audiences in an appropriate and timely manner</li> <li>Experience in strategic planning</li> <li>Experience in project design and implementation</li> <li>Experience in capacity-building in a coaching and accompaniment model</li> </ul>	<ul style="list-style-type: none"> <li>Experience with DFID, USAID, EU and multilateral donor mechanisms.</li> <li>Experience in reporting and proposal writing</li> <li>Experience in developing new initiatives and products for fundraising</li> <li>Working to SPHERE Standards, CHS, Red Cross Codes of Conduct</li> </ul>

<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>● Excellent English language, written and verbal communication skills</li> <li>● Excellent organisation and administrative capacity</li> <li>● Strong interpersonal and team coordination skills</li> <li>● Ability to analyse and interpret data</li> <li>● Ability to prioritise tasks and meet deadlines</li> <li>● Ability to see details and give attention</li> <li>● Excellent problem solving skills and ability to learn quickly</li> <li>● Creative thinking</li> <li>● Strong negotiation and representation skills</li> <li>● Ability to lead and facilitate team prayer and Bible studies</li> <li>● Ability and commitment to apply biblical principles prayerfully within all aspects of the role</li> <li>● Strong skills in Microsoft Word, PowerPoint, Outlook and working in the Cloud.</li> </ul>	<ul style="list-style-type: none"> <li>● knowledgeable of the development-humanitarian aid industry and up-to-date on industry news and directions</li> <li>● Research and business strategy</li> <li>● Business knowledge and intelligence</li> <li>● Ability to communicate easily and understanding of development communication</li> <li>● Ability to work with spreadsheets and an aptitude for numbers</li> <li>● Budget management skills</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>● Committed Christian with a personal relationship with God</li> <li>● Emotionally and spiritually mature</li> <li>● A strong team player and a practical desire to support the field team</li> <li>● Understanding and sensitivity to cross cultural issues</li> <li>● ability to remain calm under pressure</li> <li>● diplomatic and determined</li> <li>● willingness to travel and live in basic conditions</li> <li>● an understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement</li> </ul>	
<b>OTHER COMMENTS:</b> <ul style="list-style-type: none"> <li>● All roles require a DBS/Police check</li> <li>● Tearfund is a member of the <a href="#">SCHR Misconduct Disclosure Scheme</a></li> <li>● Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</li> </ul>		