

Namibia Nature Foundation



JOB DESCRIPTION

Name: _____ **Job Title:** Head of Business Development

Supervisor: Angus Middleton **Location:** WHK
Executive Director

Duration: Initially 24 months with possibilities to extend

Key Purpose of the role:

The NNF has grown exponentially over the last 5 years in the largely successful delivery of our Strategy (2017-2022). As we start to engage in developing our new Strategic Plan with large programmatic areas of work covering the broad remit of conservation and sustainable development it has become clear that we are in need of dedicated business development capacity.

The Head of Business Development is a new post that will lead development and realisation of a resource mobilization strategy in order to support the implementation of the NNF Strategic Plan. A member of the Senior Management Team, he/she will manage all aspects of the business development efforts including proposal development, prospecting potential donors and managing relationships as well as the NNF brand and image. He/she will serve as the principle coordinating person for the identification of appropriate opportunities as well as the conceptualisation and development of proposals. The Head of Business Development will be responsible for the overall grant acquisition and resource mobilisation management and brand management. They will lead the communications team and work in close coordination and collaboration with the organization's Projects and Operations Departments.

Key Responsibilities:

Resource Mobilization

- Ensure that all NNF grant Business Development activity aligns with the organisation's Strategy, Procedures and Practices.
- Development and implementation of an NNF resource mobilization strategy; actively participate in the preparation of the NNF programmatic plans and budgets to ensure conformity with the NNF strategic plan.
- Coordinate and lead opportunity mapping and network engagement to ensure the maintenance of a strong fundraising pipeline. In collaboration with the SMT, the post holder will ensure robust analysis of the funding pipeline and proactively support actions to strengthen it.
- Working in close coordination with the NNF Projects team and ensure that the NNF prepositions itself successfully on relevant grant funding opportunities.

Namibia Nature Foundation

- Working in close coordination with the Operations Teams ensure alignment of business development with internal resource capacity and needs.
- Identify and analyse funding opportunities originating in country and scope potential partnerships to complement and strengthen the NNFs program portfolio.
- Gather relevant and timely intelligence information necessary for grant acquisition; identify grant opportunities and relevant institutional guidance materials to share with relevant departments.
- Build staff and partner organisation capabilities for successful grant acquisition and management.

Networking and Relationship Building

- Maintain proactive, coordinated and strategic engagement with potential donors.
- Identify key stakeholders and networks relevant to priority pipeline opportunities for effective prepositioning and support the NNF to engage in strategic partnerships with civil society, INGOs, UN and government entities as appropriate, to maximise the use of our resources for the implementation of quality programs.
- Ensure business development documentation and material are up to date and ready for sharing with potential donors.
- Develop a donor engagement strategy for key identified donors and stakeholders relevant to priority bids.
- Support key staff in Effectively communicating the organisation's strategies, cultivating and managing donor/partner relationships, and providing opportunities for cooperation, networking, alliance building, learning and knowledge management across the organization's work.

Proposal Development

- Ensure business processes are in place to ensure quality proposal development in compliance with donor requirements and the organization's Strategy Procedures and Practices.
- Continuously inform proposal strategy, such as pursue/don't pursue decisions, problem analysis, partnering and staffing decisions.
- In coordination with technical teams, develop evidence based capability and experience (e.g. capacity statements, past performance references, reports and evaluations).
- Ensure adequate staffing and cost recovery is included in grant budgets and reviewed on a regular basis to ensure the right resources are available to deliver quality programs.
- Ensure the proper tracking of funding opportunities from screening to award.

Knowledge Management, Learning and Sharing

- Develop and/or ensure that the teams develop learning and knowledge products that meet standards and enable organization-wide learning and sharing by documenting approaches, project and program designs and lessons, case studies and other knowledge products. Seek and leverage existing knowledge products in order to increase efficiency and effectiveness, and ensure your teams do as well.
- Develop and maintain knowledge management system for tracking opportunities from capture to award including maintaining a repository of proposal development templates, pre-award tools, program concepts, capacity statements, proposal templates, pricing tables, etc.

Namibia Nature Foundation

- Lead the management of the knowledge database to ensure information is shared among technical team, field program and other concerned staff, to capture new opportunities and track ongoing grants.
- Support global business development efforts as may be required.

Safeguarding

- Remain alert and responsive to any safeguarding risks with potential clients, partners and proposed projects.
- Ensure a solid “know your client and/or partner” in line with NNF Safeguarding and Risk policies
- Ensure that our communications are attuned to safeguarding needs and the policies of the NNF.

Brand & Communications

- In collaboration with the Senior Management Team and the Board build the best possible understanding of the brand and mission of the organization to enhance internal and external brand recognition
- In line with the NNF Strategy lead the design, development and execution of a marketing and communication plan for the NNF.
- Manage the NNF communications team and provide support to individual projects and partners whilst attending to overarching communications strategy
- Identify trends and leverage opportunities within the Conservation and Sustainable Development Sector through the use of social and digital tools and channels.
- In close collaboration with the operations departments identify and formulate relevant organisation metrics to better portray the work we do.

Technical Services

- Identify and bid for strategic and relevant technical service opportunities that can serve to position the NNF, build stronger partnerships, maintain a network of consultants and enhance internal capacity
- Oversee the execution of technical service contracts
- Identify emergent areas and work closely with the Head of Projects to mainstream them into relevant (or new) programmatic areas .
- Ensure that all technical services pursued remain relevant to the NNF Vision, Mission and Strategy to avoid mission creep and retain organisational and brand integrity.

Key working relationships: internal/external

The Head of Business Development & Communications must be very well connected internally and extremely well networked externally.

Resources responsible for:

Financial: Communications Budget & Project finances

People: Communications Team & Consultants (as appropriate)

Namibia Nature Foundation

Person Specification: Essential qualifications, competences, knowledge, skills and abilities.

- At least 10 years experience in NGO business development and/or grant acquisition and management, preferably in an international development organization.
- Demonstrated experience in fundraising and donor’s expectation management.
- Familiarity with communications and brand management.
- Proven ability to manage teams and work in a demanding environment.
- Excellent presentation, public speaking and interpersonal skills.
- Strong computer skills, with familiarity in using Microsoft Office suite applications (particularly Word and PowerPoint).
- A good network and the ability to establish and maintain relationships.
- Organized, detail-oriented, team player, self-starter and results-oriented individual.
- English fluency
- Strong language skills, with excellent English, other key donor or partner languages will be an advantage (DE/FR/PT/ES).
- Driver’s licence is an advantage

Signature (HR & Admin) Date:

Signature (Supervisor) Date: