



**Evidence.
Ideas.
Change.**

Application pack

Business Development Manager

Ref.: BD/01/19

Location: London

Closing date: Friday, 19 April 2019

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ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee:
Charity No: 228248. Registered in England and Wales: Company No: 661818.

Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on odi.org.

An introduction to ODI

Who we are

ODI is an independent, global think tank, working for a sustainable and peaceful world in which every person thrives. We harness the power of **evidence** and **ideas** through research and partnership to confront challenges, develop solutions and create **change**.

ODI has around 240 staff, two-thirds of whom are researchers with the remainder providing a range of communications and professional expertise.

What we do

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

Our guiding principles



We are **independent** and trusted: established in 1960, ODI is non-partisan, non-profit and evidence-driven. Our independence is the cornerstone of our credibility. It allows us to develop fresh ideas, challenge orthodoxies and take the risks we need to succeed.



At a time when the world is faced with complex dilemmas, **innovation** will be essential to finding, testing and scaling bold ideas and solutions. We will be increasingly innovative in the ways in which we bring people together, communicate ideas and increase our influence.



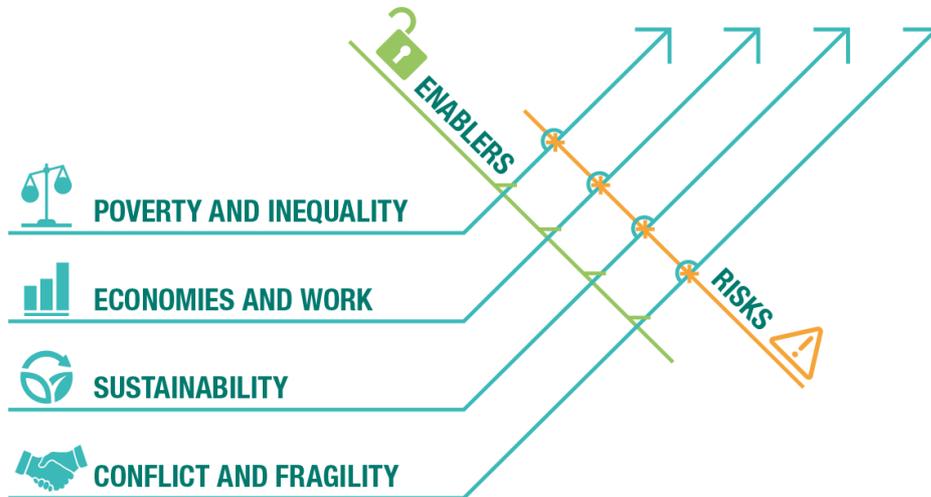
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden where we work in the world, as well deepen and strengthen our links with who we work with, especially at country level.



ODI exists to have real **impact** for those who need it most. This is at the centre of our thinking about what to do, where to go and how we measure our success.

Our work

Our work addresses four key global challenges, and explores the tools and approaches needed to enable progress and address risks.



Our values



Independence

Our work is independent from our funders. Staff are able to challenge donor thinking and policy and the wider development consensus.



High quality

We ensure best practice, innovative approaches and continuous improvement in our research, policy advice and public affairs.



Fairness, diversity and equality

We treat all staff and partners fairly and with respect.



Working together

We continuously try to foster better relationships throughout the organisation. We believe that by working together in a supportive environment, we will achieve more and have greater impact.



Transparency and accountability

We report openly on our use of public funds, and fully communicate our work to our donors, research subjects and partners.



Sustainability

We use resources in a sustainable way, conscious of our impact on the environment.

Job description

Job Description

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|-------------------|-------------------------------------|
| Job Title: | Business Development Manager |
|-------------------|-------------------------------------|

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|--------------------------|-----------------------------|
| Department/Group: | Business Development |
|--------------------------|-----------------------------|

| | |
|------------------------|-------------------------------------|
| Responsible to: | Head of Business Development |
|------------------------|-------------------------------------|

| | |
|-------------------------|------------------------|
| Responsible for: | no line reports |
|-------------------------|------------------------|

Purpose of Job

The purpose of this role is to coordinate ODI's response to large or complex business development opportunities with major institutional donors – including governments, multilaterals, trusts & foundations in line with ODI's strategic aims including diversifying ODI's funding base. The role will work with specific teams leading bids as well as coordinate teams across the organisation and will lead on the principal elements of the submission through to contract stage.

Main Duties and Responsibilities

Under the guidance of, and reporting to the Head of Business Development this will consist primarily of:

Identification and analysis of business development opportunities:

- Identify and research new business opportunities from governments, multilateral institutions, trusts and foundations in areas aligned to ODI's strategy
- Work with the cluster leads and central finance team to analyse the commercial viability and potential for success of applying for such resources
- Present analysis and rationale internally to ensure organisational support for decisions, including presentation to senior teams
- Keep up to date with donor requirements and policies and ensure internal processes and systems are aligned where suitable

Proposal and bid coordination:

- Take responsibility for tracking all information released by the donor, particularly in relation to a 'live' opportunity
- Work across the whole of ODI to ensure that relevant teams understand the requirements to submit an application
- Work closely with operations and finance colleagues to lead the financial structuring and commercial viability of applications
- Provide support and guidance on commercial aspects (i.e. pricing of activities and overheads) of bid development to other team members
- Create and maintain relevant proposal narrative inputs and wording for major institutional

donors

- Work with the Contracts and Compliance Manager to provide guidance on core budgeting and compliance rules for each donor to ensure ODI can comply with donor requirements.
- Support internal processes and teams to ensure accurate and timely applications
- Work with teams to identify relevant partners for the project in question and support resulting negotiations.
- Be a point of contact for questions relating to applications
- Work with programme operations staff and the finance team to identify risks and mitigation approaches in proposals and project delivery plans.
- Work with programmes, finance and the Contracts and Compliance Manager to ensure ongoing compliance to donor reporting and legal requirements, and best practice in international development
- Manage and monitor ODIs access to donor funding portals and ensure all information and profile details are held on Sharepoint.

Business Planning and Support:

- Provide support, as required, to the ODI business planning and strategic review processes.
- Any other tasks as deemed necessary by the Head of Business Development.

Person Specification

Essential

Knowledge and qualifications

- Degree or equivalent in a relevant discipline
- Detailed knowledge of the current processes through which institutional donors award contracts and funding

Experience

- Direct and substantial experience of major donors procurement processes.
- Direct experience of writing content for applications including shaping commercial and technical content
- Experience of coordinating applications across a broad range of teams
- Significant experience of communicating application guidelines, rules and regulations to internal teams
- Experience of donor relationship management, including donor narrative and financial reporting
- Substantial experience of mobilising staff to meet tight deadlines in a team environment

Skills/abilities

- Advanced IT skills including excel, word, outlook, PowerPoint and databases
- Ability to write well and to prepare reports with minimum supervision
- Multitasking skills in a high-pressure environment
- Ability to innovate to overcome problems
- Exceptional planning and execution skills

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- Ability to work to own initiative with minimum supervision

Desirable

- Knowledge and understanding of development issues
- Experience of Share point document management system

Key Relationships and Contacts

Heads of Programme and Researchers in Programme/project
Business Development and Operations teams
Central services (especially Finance)
Central communications team

All staff are expected to:

- Positively support equality of opportunity both within ODI and externally
- Help maintain a safe working environment and take responsibility for own and colleagues' Health and Safety
- Undertake such other duties within the scope of their post as may be requested by their Manager

Application process

ODI job site: <https://jobs.odi.org.uk>

Closing date: The closing date for receipt of applications is midnight, UK time, on: **Friday, 19 April 2019**

Expenses: It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

Terms of employment

Location: ODI is based at 203 Blackfriars Road, London SE1 8NJ, UK

Salary: £33,988 - £40,574 per annum on ODI's pay structure. Starting salary will be dependent on qualifications and experience, and subject to review.

Salary will be payable by equal monthly instalments (half in advance, half in arrears) on the 15th day of each month.

Hours: 09:30–17:30, Monday to Friday, 35 hours per week.

Contract: Permanent All contracts of employment are subject to a three-month probationary period.

Leave: 25 days per annum, plus statutory holidays and 3 days' paid leave for the office closure during the Christmas and New Year period. Maternity, paternity, adoption and parental leave. Full-pay sick leave after a qualifying period.

Pension: The Institute offers a contributory pension scheme with the Superannuation Arrangements of the University of London (SAUL). www.saul.org.uk

Union: ODI recognises UNITE and all staff have the right to become members.

Additional benefits

Loans: The Institute offers an interest-free season ticket loan on completion of probationary period.

Cycle to Work Scheme: Save up to 42% on the value of a bike and accessories for commuting, and pay monthly through your salary.

Learning and development: ODI offers a comprehensive Learning and Development programme, with training available to all staff at all levels in a range of skills areas.

Career progression: ODI provides biannual career progression opportunities to all staff, whether through our researcher career progression (promotion) route or through our non-researcher career development route.

Employee assistance programme: Confidential Health and wellbeing support.

Flexible working options: Support in maintaining a healthy work-life balance.

Maternity, paternity and adoption leave: Enhanced pay for eligible employees after a qualifying period.

Relocation: Assistance is available towards employees who have been recruited from a place outside the UK.

Other information

ODI is based at: 203 Blackfriars Road, London, SE1 8NJ.

Our offices are close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. There are good transport connections to all parts of London.

ODI is within easy walking distance of South Bank Concert Halls, the Old Vic and National Theatres.



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