



<b>Job Title:</b>	<b>Remote work opportunity for a BUSINESS DEVELOPMENT MANAGER</b>
<b>Responsible to:</b>	<b>Executive Director</b>
<b>Key Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• To develop and maintain exceptional consultative relationships with existing clients maximising customer retention and brand awareness</li> <li>• Generate sales and opportunities by prospecting new customers to ensure strategic fit, disseminate appropriately and support with follow-up.</li> <li>• Bid and tender management: provide end-to-end support with bids, grant applications tenders to deliver policy reports and other outputs, including bid management, writing, quality assurance, budget development, compliance, and submission.</li> <li>• Bid-writing and bid library management: maintain an up-to-date library of self-serve resources including model responses, biographies, slide decks, case studies etc. to support colleagues to develop high-quality, compelling proposals.</li> <li>• CRM Management- maintain good CRM hygiene, ensure timely reporting and tracking of policy proposals, management of relevant dashboards and datasets for reporting purposes.</li> <li>• Negotiation and procurement: assist negotiations with external clients and partners and ensure that appropriate contractual agreements are in place.</li> <li>• Deliver KPI's and Targets set to achieve strategic financial goals</li> <li>• Horizon scanning: capture and maintain knowledge and understanding of current policy developments, policy changes, funding avenues, including competitor activity.</li> <li>• Stakeholder management/donor stewardship: maintain good relationships with existing clients/commissioners and develop relationships with new clients and key stakeholders to help develop pipeline to support growth.</li> <li>• Unrestricted funding: develop fundraising strategies for unrestricted funding, including identifying opportunities (via various funding sources) to build up an unrestricted funding</li> </ul>

	<p>pipeline and revenue</p> <ul style="list-style-type: none"> <li>• Report Management: Track reporting timelines and develop reports for key donors, including gathering necessary information from internal team members (i.e. M&amp;E, finance)</li> <li>• MoU development: Tailor and submit MoUs for prospective partners, whilst managing the MoU development process</li> <li>• Collaborate with other Business Development Managers regarding sales figures and to share best practice</li> <li>• Keep abreast of industry changes, trends, developments and key competitors communicating when necessary</li> </ul>
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<b>Required Skills &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Undertakes any other duties that may reasonably be required, and are commensurate with the grade of the job, in furtherance of the objectives of the Fund.</li> <li>• Actively learns and develops to stay up to date with developments in area of expertise and to meet the changing needs of the job, team, and organisation by participating in appraisal and appropriate learning activities including information security and privacy awareness.</li> <li>• Encourages and supports the development of others, the team, and the organisation by engaging in and contributing to SAYes as a learning organisation and to its positive culture.</li> <li>• Represents the team and SAYes in a professional and positive manner with both internal and external stakeholders and in doing so reflects the values of the organisation.</li> <li>• Aligns and acts appropriately in accordance with SAYes Mentoring's values</li> <li>• Exceptional communication, presentation and excel skills</li> <li>• A results-orientated, tenacious self-starter</li> <li>• Ambitious and keen to drive career forward within with organisation</li> <li>• Excellent time management and organisational skills</li> </ul>
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<b>Behavioural Competencies examples</b>	<ul style="list-style-type: none"> <li>• <i>Building trust by role-modelling ethical behaviour, applying principles and values consistently in decision making</i></li> <li>• <i>Demonstrate honesty when dealing with others and consider the SAYes values to inform your approach to actions</i></li> <li>• <i>Show courage to speak up and skillfully influence others to gain buy-in</i></li> <li>• <i>Take responsibility for your actions and make informative decisions on putting things right</i></li> <li>• <i>Demonstrate curiosity and make the most of opportunities to learn, improve and innovate individually, as a team and within the company</i></li> <li>• <i>Work collaboratively with colleagues to build team spirit and purpose and consider the opinions of stakeholders</i></li> <li>• <i>Show a keen interest in the organisation, its goals, performance, and external influences</i></li> <li>• <i>Remain committed to your learning and development by setting realistic goals and how your contribution has impacted your colleagues and the wider business</i></li> <li>• <i>Regularly seek feedback and apply to your learning and development</i></li> </ul>
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Suitably interested candidates must send a motivation letter highlighting your fundraising achievements and successes and an updated CV with contact information of three work-related referees to **MaraisButton & Associates**.

**Email:** [annelie@maraisbutton.co.za](mailto:annelie@maraisbutton.co.za)

**Closing date:** 31 January

**Contact will only be made with shortlisted candidates.**