



## POSITION DESCRIPTION

|                         |   |
|-------------------------|---|
| <b>TITLE</b>            | Regional Business Development Manager   |
| <b>LOCATION</b>         | Flexible according to right to work in either Timor-Leste, Cambodia, Papua New Guinea, or Australia |
| <b>EMPLOYMENT BASIS</b> | Full time, 2 year contract, competitive INGO salary package   |
| <b>START DATE</b>       | December 2021   |

### Introduction

WaterAid's vision is of a world where everyone has access to safe water and sanitation. Our mission is to transform lives by improving access to safe water, sanitation and hygiene (WASH) in the world's poorest communities. WaterAid works with partners to maximise its impacts for policy change/influence.

WaterAid works through supporting local organisations and government authorities to design and demonstrate appropriate and sustainable WASH programs. WaterAid also seeks to influence policy change through government and other key sector actors to secure and protect the right of poor people to safe, affordable water and sanitation services.

Everything we do is shaped by our six values:

- Integrity
- Respect
- Collaboration
- Courage
- Accountability
- Innovation

*WaterAid is a child safe organisation. We recognise that we must meet community expectations and the trust placed in our personnel to maintain the highest standards of conduct with children. Therefore, all positions within WaterAid are required to comply with our Child Safeguarding Policy and Code of Conduct.*

*WaterAid is committed to protection from sexual exploitation and abuse in everything we do. The values and standards we uphold are highlighted in our Global Code of Conduct. All positions within WaterAid are required to comply with our Global Code of Conduct.*

## About you

To be successful in this role, you will need a deep understanding of key donors funding into the Southeast Asia and Pacific Region and excellent relationship management skills. Your approach to business development is informed by a commitment to strategic context-based programming, a collaborative working style, management of deadlines and high accountability. You will have an established track record of winning quality funding from multiple institutional donors, trusts and foundations. As you are part of a small team, you will work at both a strategic and detailed level and will need to be both a thinker and doer. Essential to the role is a management approach that fosters a culture of staff empowerment and professional development.

## Position summary

This role drives business development for WaterAid Country Programs and regional strategic priorities. Business development initiatives will result in quality funding streams and partnership opportunities to deliver WaterAid Australia and Country Program strategies. The BDM will identify, build and leverage networks (including donors, the private sector and across the WaterAid federation) from the WASH, health, environment and other sectors for the identification of funding opportunities. The position will develop strong networks across multiple actors to pre-position for funding opportunities, will develop and implement strategic engagement plans for priority donors, and will lead and deliver the bid development process for all restricted income streams to ensure strategic alignment and quality. The BDM will strengthen WaterAid systems for Business Development and strengthen local capacity and systems to lead initiatives.

## Summary Responsibilities and Duties

### **1. Lead strategic business development for WaterAid Country Programs and regional priorities across the Southeast Asia and Pacific Region**

- Win quality funding to support the implementation of WaterAid Australia and Country Program strategies.
- Lead development of all restricted income proposals and budgets, engaging with Program Managers, Country Directors, Finance Team, relevant Technical Leads and Community and Corporate Engagement team to ensure that concepts and proposals align with capacity, priorities and strategies of Country Programs and Region.
- Support the Regional Business Development Coordinator to identify opportunities and meet income targets for quality strategic funding from trusts and foundations, and the successful implementation of Trusts & Foundations fundraising strategy in Australia.
- Ensure WaterAid is in a strong position for future opportunities through development of concept notes for unfunded work, networks and engagement plans with priority donors and development stakeholders, relationships with key managing contractors and

partners to pre-position for bids, and proactively gather donor intelligence and track donor trends across the region.

## **2. Ensure effective business development systems and processes**

- Ensure that WaterAid Australia Business Development systems are well maintained, socialised, used, effective and fit for purpose.
- Manage the WaterAid suitability and risk assessment processes for each opportunity, and ensure bids align with best practice.
- Regularly report on income secured and future projections and conduct detailed analysis for strategy reviews and reflections and ensure successful tracking and monitoring of match funding commitments across the organisation.
- Effective collaboration across the WaterAid Federation including leading on institutional donors based in the Southeast Asia and Pacific region, coordination on global business development systems and ways of working, and position and profile our priorities for inter-member funding across all restricted income streams.
- In collaboration with Program Operations Team, support grant set-up processes and procedures for successful bids, and strong ongoing relationship with the donor

## **3. Enable strong business development in Country Programs**

- Work with Country Directors to develop effective business development strategies.
- Strengthen business development processes and capacity of country teams to pre-position, identify and pursue opportunities.
- Facilitate relationships across the region to provide Country Program colleagues with donor intelligence and opportunities to deliver their BD strategies

## **4. People management and team collaboration**

- Line management supervision and ongoing support to Regional BD Coordinator through individual mentoring, coaching and professional development. Ensure annual performance plans, regular reviews, and professional development plans are in place.
- Actively participate in the Policy and Programs work-planning, documentation and accountability for progress against team and organisation-wide objectives
- Ensure strong working relationships with Corporate and Community Engagement team, in particular, on reporting of match funding commitments, and delivery of the Trusts and Foundations strategy.
- Input into the development of advocacy strategies and activities for key donors, such as DFAT, that will position and leverage funding for WaterAid.
- Input into regional and Country Program SMT processes including strategy reviews, planning, reporting, and country risk assessments.

## Qualification, Skills & Attributes (Key Capabilities/Selection Criteria)

| Essential                        |  |
|----------------------------------|--|
| Knowledge, skills and experience | <ol style="list-style-type: none"> <li>1. Significant experience developing winning proposals for international development programs, including from institutional donors such as DFAT, World Bank, ADB, UN Agencies, and USAID.</li> <li>2. Demonstrated track record leading complex, consortia and multi-partner bids.</li> <li>3. Understanding of a range of financing mechanisms including institutional donor funding, social investment models, Global Funds, and technical assistance.</li> <li>4. Excellent communications skills in English (both written and verbal), good editing skills and the ability to tailor communication materials for different audiences.</li> <li>5. Confident networker with experience building and maintaining productive relationships with a range of donors and stakeholders.</li> <li>6. Commitment to strengthening the capacity of country teams and flexibility to provide effective support to staff and partners possessing a range of skills and experience.</li> <li>7. Experience developing and delivering funding strategies in line with organisation capacities and program strategies, and achieving funding targets</li> <li>8. Business and financial literacy, ability to analyse and devise robust budgets that deliver full cost recovery.</li> <li>9. Organised and methodical approach, with the ability to manage multiple priorities and meet deadlines.</li> </ol> |
| Education                        | <ol style="list-style-type: none"> <li>1. Bachelor's degree or higher in a relevant field</li> </ol>   |
| Personal qualities               | <ol style="list-style-type: none"> <li>1. Commitment to WaterAid' values and standards of safety of children and protection from sexual exploitation and abuse in all our activities.</li> <li>2. Demonstrate an understanding of gender equality and women's empowerment including ethnic diversity and cultural sensitivity.</li> <li>3. Excellent interpersonal skills, collaborative style and ability to forge new relationships and partnerships.</li> <li>4. Self-motivation and ability to work flexibly, with limited supervision and with remote communication between teams.</li> <li>5. Demonstrate an understanding of gender equality and women's empowerment, diversity and social inclusion.</li> <li>6. Commitment to innovation, continuous improvement and open to new ideas.</li> </ol>  |

### To Apply

Please submit an application to [recruitment@wateraid.org.au](mailto:recruitment@wateraid.org.au) by 5pm Monday, 14 February 2022 with the subject line **Application – Regional Business Development Manager**

Applications for this position must include a resume and a cover letter (max 2 pages) addressing the above Qualification, Skills and Selection Criteria.

For any queries not answered in this document please email Meredith Hickman, Head of Strategy at [recruitment@wateraid.org.au](mailto:recruitment@wateraid.org.au). Only shortlisted candidates will be contacted.