



# Job Description

**Business Development Manager  
Rwanda**



<b>Job Title:</b> Business Development Manager	
<b>Grade:</b> G	<b>Department:</b> Programmes
<b>Contract type:</b> One-year fixed term contract (subject to renewal)	
<b>Reports to:</b> Country Director	<b>Location:</b> Kigali
<b>Line Manage:</b> NA	
<b>Work Relationships:</b> WaterAid Rwanda Country Director and Senior Management Team, WaterAid East Africa Regional Funding Manager and WaterAid Federation offices especially UK.	

## 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, hygiene and sanitation in the world's poorest communities, WaterAid works with partners to maximize its impacts for policy change/influence.

WaterAid Rwanda (WARw) works through supporting local organizations and government to plan and implement inclusive and sustainable services of water, sanitation and hygiene (WASH). WARw also seeks to influence the policy change through government and other key WASH stakeholders to secure and protect the right of poor people to safe, affordable water and sanitation services. Occupying the position of Business Development Manager is an exciting opportunity to work with WaterAid and contribute to the achievement of the national and global goals towards realizing the WASH access for everyone everywhere.

## Purpose of the role

In order to implement its Country Programme Strategy (CPS), WARw, intends to establish a strong resourcing pipeline. For this, WARw would like to build on the existing business relations and expand these to strengthen its current resourcing pipeline. The position of Business Development Manager will establish the vision of business development of WARw in line with its funding plan. The job holder will liaise with national and international funding agencies (Institutional and other donors) independently and through organizational channels to ensure building robust and sustainable business relationships; leading to generate long-term resources to deliver on WARw strategic objectives and program plans.

## Specific Responsibilities

- Lead and develop a business development strategy and an action plan based on the existing donor scoping and funding plan;
- Establish specific targets for business development focusing on three to five key institutional, private sector and corporate donors in Rwanda;
- Ensure WARw is well positioned within the market as a "go to" agency for long term WASH programme delivery;



- Grow a pipeline of funding opportunities across WaterAid Rwanda programmes from donor markets;
- Support WARw Senior managers and thematic leads on donor engagement by preparing briefings, setting up meetings, accompanying and following up on key outcomes;
- Lead on the programme fundraising efforts of WARw including planning, managing and ensuring the delivery of an agreed funding target. S/he will be responsible for researching, identifying and cultivating potential donors, including institutional and corporate donors as well as trusts, foundations, and philanthropies;
- Support WARw’s SMT by leading in managing the effective implementation of the Country Programmes (CPs) Funding Strategy to support WaterAid’s work in delivering sustainable WASH services in Rwanda in partnership with other development actors;
- Collaborate with the institutional fundraising and partnership team at WaterAid UK and the East Arica Regional Funding Manager to further strengthen and manage key business development relationships in Rwanda;
- Provide WaterAid teams with up-to-date intelligence on prioritised donors in the funding plan, their key funding partners, funding opportunities, donors funding plans, donor terms and conditions. This should include specific information and guidance on cost recovery approaches with these donors;
- Enable effective qualification of donor funding opportunities by WaterAid staff/programmes (e.g Bid/No Bid process) to improve conversion success rates;
- Enable effective formation of strong consortium around specific funding opportunities prior to bid development;
- Support the development of high quality bids for submission to donors;
- The incumbent will have no involvement in direct grant management but will support senior management team (SMT) with quality assurance processes tools and capacity building for specific donors.

## Qualifications Required

<p><b>Education:</b> A Master’s degree in Project/Programme Management, Social Sciences, Development Studies, Business Management/Administration, International Development, Public Health or related field.</p>	<p><b>Work Experience</b></p> <ul style="list-style-type: none"> <li>• Sound experience (5 years) in business development work is required, especially with International organization and Donor funding agencies.</li> <li>• Working experience in WASH sector is preferable.</li> </ul>
<p><b>Language</b> Fluent in English (written and spoken), and working knowledge of Kinyarwanda and or French is added advantage</p>	
<p><b>Attitude</b> Collaborative, respectful, accountable, innovative and creativity, integrity, team spirit</p>	

**Adherence to:**

- Rights-Based Approach
- Equity and Inclusion
- Safeguarding
- Quality Programme Standards

**Key Competencies:**

- Proven ability to identify new business opportunities and create successful partnerships
- Broad knowledge of a range of bilateral and multilateral institutional donors and CSR of corporate bodies.
- Experience of consortia partnerships management
- Demonstrated ability to devise and implement resource mobilisation strategies
- Strong networking, representational and negotiation skills.
- Diplomatic and multi-cultural skills.
- Ability to effectively coordinate with the WaterAid Federation and global country programmes
- Excellent verbal and written communication skills in English
- Team player, inclusive and value diversity
- Excellent networking and engagement skills and proven ability to initiate and maintain strategic partnerships
- Strong skills in proposal and report writing from experience of working with international donors
- Ability to initiate and co-ordinate fundraising efforts and work effectively with a wide variety of partners and disciplines