Job description
Head of Business Development
A. About the role

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Head of Development Development</th>
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<tr>
<td>Place of work:</td>
<td>Dar es Salaam, Tanzania</td>
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<td>Grade:</td>
<td>F</td>
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<td>Contract type:</td>
<td>Fixed term</td>
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<td>Reports to:</td>
<td>Country Director</td>
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<tr>
<td>Direct Reports</td>
<td>Business Development Coordinator</td>
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| Work Relationships      | **Internal:** Country Director, Senior Management Team (SMT), Programme Managers, Programme / Project staff, MEAL Manager/Officer, Grants and Compliance Officer, WaterAid East Africa Regional team, UK and other WaterAid offices; and consultants that may be hired in WAT.  
**External:** WAT partners, donors, grantees, Civil Society Organisations, and other I/NNGO's. |

Introduction

WaterAid has operated in Tanzania since 1983, and has been engaged in the WASH sector for 40 years with a vision of **everyone everywhere has access to clean water, sanitation, and hygiene**. During the last 40 years WaterAid Tanzania has grown to become a nationally recognized leader in the water, sanitation and hygiene sector (WASH), working closely with the government in the country and respected for innovation on best models with lasting change in the WASH sector. WaterAid operation is in alignment with WASH sector Programme in Tanzania “Water Sector Development Programme - WSDP” but recognizing that service levels are low in hard-to-reach areas. This present significant opportunity to implement WaterAid Tanzania country programme strategy aligned to WaterAid’s ambitious Global Strategy (2022 – 2032) on a bold commitment to “ending the water, sanitation, and hygiene crises together – for everyone, everywhere”. WAT developed a five-year strategy 2023 – 2028 that focus on 2 Aims: **Achieve universal, sustainable and safe WASH services in focused geographic areas to influence wider change; and Prioritize WASH across the health sector to improve public health.** Approaches to deliver the AIMS are: **System strengthening, influencing, innovative modelling, research & learning, partnership and alliances, gender equality and social inclusion (GESI), empower and support, strategies on sustainable WASH services and behavior change.** WaterAid Tanzania is aspiring for country where no woman/girl will walk long distance and que for hours to collect water. Where no community is held back by cycle of sickness from broken and dirty water supplies and poor hygiene and sanitation.

B. Job Purpose

| Job Purpose | The Head of Business Development will have the primary responsibly for resourcing WAT strategy and lead on generating more and diverse |
resources on a sustained basis. S/He will provide leadership in identifying new funding opportunities, developing concept notes and proposals and maintain good relationships with donors, and ensure compliance with donor contract agreements. S/He will work closely with the Program, Policy and Advocacy, Program Quality and Innovation, Finance and the International Partnership Department – IPD teams. The job holder will liaise with national and international funding agencies (Institutional and other donors) through organizational channels to ensure building robust and sustainable business relationships; leading to generate long-term resources to deliver on WAT strategic objectives and program plans. The role will gather and analyse strategic donor intelligence; building effective liaisons with academia, private, for profit and non-profit entities, multilateral/bilateral funding institutions that will translate into project development and funding of projects. S/He will lead in review and development of Business development strategy (including partner and door mapping) to guide fundraising initiatives.

C. Main Responsibilities and Duties

**Strategy Development**

- Lead, develop and implement a fundraising strategy for increasing resource mobilisation from potential donors and assess new funding opportunities.
- Work closely with WAT’s Senior Management Team in development and implementation of the Country Programs (CPs) Funding Strategy.
- Lead, motivate and support the program, finance, and support staff in fundraising.
- Develop and implement annual fundraising plan of WAT.
- Lead the approach to ensuring that the CP has integrated rights, gender, equity and inclusion into its work as well as being a diverse and inclusive place to work.

**Opportunity Generation**

- Ensure WAT is well positioned within the donor and supplier markets as a ‘go to’ agency for long term WASH programming.
- Provide an overarching leadership role in business development niche of the country Program and explore fundraising opportunities that are consistent with WaterAid vision and mission.
- Contribute with strategic thoughts and innovation in fundraising out of the box in order to take WAT in the next level of success.
- Grow a pipeline of funding opportunities for the Country Program.
- Contribute to strategic decision making, particularly in relation to funding planning and resource generation/management
- In collaboration with SMT/CD, hold, manage and track in-country Business Development relationships and influence key donors (Institutional donors, corporates, Trusts and Foundations, INGO, etc.) and Commercial Suppliers and research partners/competitors as well as cultivate and facilitate global donor relationships when necessary;
- Provide country staff/Programs with up-to-date intelligence on prioritised donors, their key funding partners, funding opportunities and donor terms and conditions.
- Enable effective qualification of donor funding opportunities by WAT staff/Programs (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.

**Bidding**

• Conducting research on fundraising opportunities.
• Writing funding proposals & concept note and submitting these to potential donors.
• Ensure effective coordination of proposal development and bid preparations, using staff and consultants as necessary to deliver bids.
• Ensure effective contract negotiation for strategic, high value opportunities as well as maintain standard negotiating positions for donor contract terms and conditions.

**Networking & Partnerships**

• Coordinate partnership institutional relationships in an effort to ensure a sustainable increase in the volume and value of grants and competitive tender bids.
• Coordinate regular interactions with institutional donors, including opportunities to showcase the work of WaterAid.
• Implementing a variety of marketing strategies and promotional campaigns.
• Organizing and attending non-profit events and networking with relevant stakeholders.
• Establishing good relationships with staff, members of the public, donors, partners and the media.
• Coming up with dynamic and innovative ways to raise awareness.

**Team Development**

• Facilitate and provide capacity building trainings for relevant staff in fundraising, funding planning process and Restricted Income Systems.

**Knowledge Management**

• Coordinate donor scoping initiatives and the development and maintenance of long-term partnerships with potentially high value or highly influential institutional donors.
• Preparing presentations, videos, photos and reading materials to promote WAT’s work in collaboration with knowledge management, MEAL Manager and relevant departments/sections/staff.
• Support SMT with quality assurance processes, tools and capacity building for specific donors.
• Documentation of past, current and future fundraising efforts, challenges and opportunities for reference and use.
• Provide regular updates on fundraising, contribute in preparation of reports and provide feedback to management about what is and is not working.
• Spearhead the development and maintenance of a data base of donor funding, programme priorities, trends in local and international development assistance, etc.
• Implement and maintain the programme inputs to the Contract Management Information System.
• Contribute to strategic decision making, particularly in relation to funding planning and resource generation/management.
• Regularly update SMT. The region and International Partnership Department (IPD) in relation to partnership development work and provide specific inputs/advice as required
Safeguarding & Safety & Security

- Create and maintain an environment which upholds WaterAid's Global Code of Conduct and associated safeguarding and child protection policies.
- Create and maintain an environment which consistently upholds WaterAid's Health, Safety & Security Policy.
- Ensure that Safeguarding, Child Protection, and Gender Equality policies are fully embedded in project design and implementation as well as relationships with all actors. Ensure that comprehensive health, safety and security measures (e.g. risk management plans, local security protocols) have been put in place when designing Programs / project and are consistently upheld during their implementation.
- Ensure that partners that WaterAid works with are adopting the same health, safety and security standards (as defined in any applicable WaterAid health, safety and security policies), and arrange for capacity building support where gaps or weaknesses are identified.
- Understand and put into practice the responsibilities under Safeguarding, Child Protection and Gender policies and Code of Conduct (CoC).
- Adhere to any local security protocols that have been put in place when working in the office, travelling to the field or undertaking project / Program activities.
- Immediately reports any health, safety and security incidents or near-misses that occur on WaterAid duty to their line manager, Security Focal Point or CD.
- Behave and act in a manner that does not put colleagues or anyone that interacts with WaterAid in immediate danger or harm's way.

D. Key Competences, Skills, experience, and Knowledge

Qualifications, Knowledge, Skills and Experience

- A Master's degree in Project/Programme Management, Social Sciences, Development Studies, Business Management/Administration, International Development, Public Health or related field.
- Minimum of seven (7) years' direct experience in raising funds from Institutional, agencies as the EU, DFID, USAID, SIDA, NORAD, DANIDA; cooperate and governments; and proven record of fund management and donor relations.
- Proven ability to identify new business / project opportunities and create successful partnerships.
- In-depth knowledge of the fundraising industry and current events.
- Knowledge of key institutional and non-institutional donor practices and their impact on development.
- Proven leadership skills and good understanding of the development sector
- Broad knowledge of a range of bilateral and multilateral institutional donors and corporate social responsibility / investment (CSR/I) of corporate bodies.
- Strong skills in proposal and report writing from experience of working with international donors.
- Strong skills in proposal and report writing from experience of working with international donors.
- Experience of consortia partnerships management.
- Ability to effectively coordinate with the WaterAid Federation and global country programmes.
- Strong strategic, analytical and innovative perspectives in funding,
- Excellent negotiation skills to inspire potential donors
- Commitment to spend time in the programme / project areas.
• Competency in WaterAid common approaches to work including partnerships, convening, inclusion, systems strengthening, creating behavioral change, and mainstreaming gender and inclusion of youth.

Behavioral competencies

• Highly self-motivated with ability to initiate and co-ordinate fundraising efforts and work effectively with a wide variety of partners and disciplines.
• Excellent networking, engagement and negotiating skills and proven ability to initiate and maintain strategic partnerships
• Result -oriented, agile and adaptable to a changing environment
• Ability to contribute strategically.
• Demonstrated ability to lead and work collaboratively across teams
• Decisive with excellent judgement, strong conceptual and analytical skills
• Diplomatic and multi-cultural skills. Able to draw confidence and support from other teams, colleagues and partners and donors
• Attention to detail.
• High personal integrity and ethical behavior;
• A team player with commitment to social transformation, social justice, and gender equality
• Strong communication and IT fluency.
• Excellent verbal and writing in the English language
• Ability to handle pressure and meet deadlines.
• Excellent organisation, prioritizing skills and triaging obligations.
• Excellent time management
• Commitment to WaterAid’s values and a working style that reflects these.
• Ability to manage complex and demanding workload; able to work without close supervision; handle pressure and meet deadlines.
• Positive outlook, excellent interpersonal skills – builds good relationships with internal and external stakeholders; effectively work in a diverse team environment, respect for gender, diversity and organizational culture.

E. Signatures

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<td>Supervisee</td>
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<td>Head of Department</td>
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<tr>
<td>Head of People, OD &amp; Culture</td>
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<tr>
<td>Country Director</td>
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