New Business Development Manager

Job Title: New Business Development Manager  
Reports To: Executive Director  
Number of Direct Subordinates: One  
Location: Silver Spring, MD  
Special Considerations: This is a one-year, temporary appointment with possibility for extension

Background
Handicap International is an international humanitarian organization that works to improve the living conditions of people living in disabling situations in post-conflict or low-income countries around the world. Founded in France in 1982, the Handicap International Federation now has more than 3,350 personnel working in nearly 60 of the world’s lowest income countries. Eight national associations, based in France, Switzerland, Belgium, Germany, Luxembourg, Great Britain, Canada and the United States, provide overall support for the field programs, which are implemented through HI Federation headquarters in Lyon, France.

Handicap International’s programs reduce and address the consequences of disabling accidents and diseases; clear landmines and unexploded ordnance and prevent mine-related accidents through education; respond fast and effectively to natural and civil disasters in order to limit serious and permanent injustices and to assist survivors with social and economic reintegration; and advocate for the universal recognition of the rights of people with disabilities through national planning and advocacy, and for the elimination of landmines and cluster munitions, and a halt to the use of explosive weapons in populated areas.

Handicap International U.S., a 501(c)3 organization with an independent Board of Directors, is a constituent member of the HI Federation. Handicap International U.S. has offices in Silver Spring, MD. The mission is to support the work of the HI Federation by administering grants and contracts, raising awareness of the needs among the populations we serve, mobilizing private and public financial support, representing Handicap International with national, international bilateral and multilateral institutions based in the U.S., facilitating the recruitment of personnel, and raising the organization’s profile. Handicap International U.S. also engages in education programs with the general public and advocates for U.S. accession to the landmine and cluster munitions treaties, as well as the Convention on the Rights of Persons with Disabilities. The organization raises approximately $16 million per year, of which 90 percent derives from grants and cooperative agreements with the U.S. Government. The organization conducts active outreach to the U.S. public through digital and other media.

The New Business Development Manager is a member of the senior management team and reports to the Executive Director of Handicap International U.S. The New Business Development Manager is a member of the institutional fundraising team, and will work closely with the Senior Grants and Compliance Officer and the Institutional Funding Officers. The position also links to and works closely with the HI Federation Strategy and Development team based in France, as well as various other HI Federation offices. This is a temporary, full-time, non-exempt position.
based in Silver Spring, MD, with a one-year appointment, which may be extended. The successful candidate will travel internationally up to 10 percent.

**Purpose of the Job**

The New Business Development Manager is responsible for helping to develop our strategic relationships with key U.S. donors, partners and allies, and to implement the organization’s plan to amplify certain areas of our activities in support of people with disabilities, particularly in the fields of global health and road safety. The successful candidate will be in charge of maximizing income and influence, to deliver shared strategic goals. The New Business Development Manager will build upon existing Handicap International strengths in its traditional core areas of work, including disability rights, refugees and vulnerable populations, emergency relief, logistics, mine action and rehabilitation. The New Business Development Manager will work with the Executive Director to create and strengthen partnerships with non-profit and selected for-profit partner organizations, as well as to bid (as prime or sub) on U.S. Government and other institutional donor grant opportunities. The New Business Development Manager will share in the Institutional Fundraising Team responsibilities for grant reporting concerning any new awards for which the New Business Development Manager is responsible.

**Key Areas of Responsibility**

- **Creating New Business Opportunities**
  - Actively scan available U.S. Government procurement opportunities for existing Handicap International priority areas (disability rights, mine action, emergency relief, refugees, and vulnerable populations);
  - Monitor U.S. Government and other U.S.-based institutional donors for opportunities to grow Handicap International’s program portfolio in additional areas, especially global health, and road safety;
  - Lead efforts with Handicap International staff, as well as HI Federation staff, to respond to procurement opportunities and partnerships in the above areas by providing advance knowledge of procurement opportunities, and organizing efforts to respond with narrative and budget submissions;
  - Liaise with Senior Grants and Compliance Officer concerning the development of proposals in the area of Economic Inclusion for people with disabilities;
  - Represent HI in NGO Consortia development and in existing NGO Consortia to pursue new business opportunities;
  - Engage and manage consultant proposal development teams and grant writers as necessary;
  - Anticipate future trends and expectations of U.S. donors and consult with them on policy and institutional funding matters;
  - Pursue all avenues of potential collective action including by participating actively in networks such as InterAction, CORE Group, and Global Health Council;
  - With the Executive Director and HI Federation staff, create strategic partnerships with a limited number of non-profit partners for the purpose of joint funding proposals to U.S. Government donors;
  - Anticipate and plan for new major calls for proposals to be positioned to lead major responses from our organization.

- **Grants Management**
• Share responsibility with Institutional Funding and Private Fundraising leads to ensure compliance with donor requirements and restrictions;
• Participate with other members of the Institutional Fundraising team in quarterly and annual reporting cycles for grants and awards for which the New Business Development Manager is responsible;
• Assist the Executive Director in creating and managing the budget for the Institutional Fundraising team;
• Participate in regular meetings of the Institutional Fundraising team.

**Institutional Strategy and Planning**

• Contribute to the Handicap International U.S. annual planning process as well as develop institutional fundraising work plans that reflect, contribute to, and augment Handicap International U.S. and Handicap International Federal strategies;
• Prepare and submit monthly report to the HI Federation, analyzing new business opportunities available from institutional donors in the U.S.;
• Liaise regularly with Institutional Fundraising Director at HI Federation;
• Measure, track and report success rates in seeking new grants at regular intervals;
• Prepare materials for HI US Board meetings related to new business development;
• Maintain positive and collaborative working relationship with Handicap Federation staff in Lyon, France, Brussels, Belgium and 57 country offices;
• Participate in biweekly staff meetings and senior team meetings on alternate weeks;
• Develop a roster of U.S. grant writer consultants;
• Participate in advocacy efforts directed at U.S. Government agencies on questions of significant importance to Handicap International and the HI Federation;
• Oversee organization and scheduling of HI Federation senior staff missions to the U.S.;
• Participate in relevant HI program seminars, technical seminars and other internal events related to the HI network’s intervention strategies.

**Supervision**

• The New Business Development Manager will supervise one of the two program support officers in the institutional fundraising unit.
• The successful candidate will be responsible for conducting the program support officer’s annual performance appraisal, reviewing the program support officer’s work, and holding periodic meetings with the program support officer.

**Carry out any other tasks as may be required by the Executive Director.**

**QUALIFICATIONS:**

• 5-7 years of experience in non-profit business development, at least four of which must be in international development
• Bachelor’s degree in a relevant field required; Master’s Degree preferred
• Strong working knowledge of USAID and State Department funding mechanisms such as grants, cooperative agreements, leader with associates, contracts including indefinite quantity contracts (IQC’s), Annual Program Statements
• Recent track record of success leading U.S. Government procurement submissions
• Recent experience in creating partnerships with for- and non-profit organizations engaged in U.S. Government grants and contracts
- Basic familiarity with corporate and private foundation fundraising preferred
- Excellent understanding of global health funding opportunities and trends; some familiarity with the topic of road safety preferred
- Clear knowledge of disabilities, mine action, emergency relief, and refugee relief fields in international development
- Understanding of and familiarity with “Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” otherwise known as the OMB Omni Circular or Super Circular
- Familiarity with U.S. Government rules and system regarding anti-terrorism vetting
- Strong analytical, organizational, and problem solving skills
- Excellent written and oral communications skills, including in Microsoft Word and Excel
- Deadline oriented
- Fluent, professional written and spoken English
- French language competency preferred

People with disabilities are strongly encouraged to apply.

Mandatory: Pre-existing authorization to work in the U.S. required.