



**FH ASSOCIATION RWANDA (Food for the Hungry)
PO BOX 911 Kigali, Rwanda**

VACANCY ANNOUNCEMENT Business Development Manager

ABOUT FH

FH Association Rwanda (Food for the Hungry) is an International Christian Relief and Development organization with a value proposition "We design, develop, and deliver catalytic solutions that build resilience so that children, families, and communities can flourish". FH Rwanda has been implementing integrated relief and development projects in Rwanda since 1994. FH Rwanda operates in Kamonyi, Ruhango, Muhanga, Gatsibo, Nyagatare, Ngororero and Karongi districts. Our Head Office is located at Umuyenzi Plaza, 2 nd Floor, Kisimenti – Remera.

FH Rwanda has adopted an integrated programming model RFTS (Resilience and Flourishing through Systems Transformation) through 4 sectors: Livelihoods, Education, Health, and Disaster Risk Reduction.

FH CULTURE

All we do, and how we do it, seek to promote God's beauty, goodness, and truth in a broken world. As such, we are defined by our ability to make people's lives measurably better; our ability to deliver impact is the measure of our collective success. For we know that we are God's handiwork, created in Christ Jesus to do good works, which God has already prepared in advance for us to do. At Food for the Hungry, we operate under a set of values called Heartbeat Values.

We are seeking to hire a qualified, dedicated and experienced "**Business Development Manager**" to be based at Head Office, Kigali. The jobholder reports to the Country Director and is an active member of the Senior Leadership Team.

SUMMARY OF THE POSITION

Responsible for strategic leadership in developing and executing strategies for grant acquisition goals in line with FH Rwanda Country Strategy. Proficiency in written and spoken English is required. Ability to travel up to 20% of the time domestically, regionally, and internationally.

MAIN KEY RESULTS

Donor Mapping and Engagement:

- Support the development and lead the implementation of country resource mobilization strategy in alignment with the FH's global corporate strategy and FH country strategies.
- Conduct donor and partner mapping and lead stakeholder engagement.
- Proactively engage and deepen relationships with existing donors, establish preferred partner status with past donors and prospective donors with an emphasis on USG, and including bi/multi-lateral donors, private foundations and other non-traditional.

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- Liaise between FH and governmental authorities and ministries, non-Governmental organizations (NGOs), private companies/foundations for collaborative programming, and strengthening and/or forming local consortia.
- Increase organizational engagement and visibility at relevant meetings, events, conferences, etc., and within resource mobilization or donor-specific peer networks.
- Develop and maintain business development resources and tools including opportunity tracking, proposal development guide, proposal templates, etc.
- Conduct advance intelligence gathering, partnership development, and other positioning activities as relevant. Ensure upcoming relevant funding opportunities are identified, tracked, and planned for in advance.
- Create trust-based, high-quality partnerships that contribute to the scaling and increasing quality of programs and impact.
- Conceptualize and coordinate visibility events to raise the profile of the organization and improve recognition with donors, peer agencies, and the government.
- Coordinate, support and, as relevant, deliver capacity building to regional and country staff as needed.

Proposal and Grant Development:

- Proactively develop and coordinate inputs to concept notes and proposals.
- The ability to write quality and technical concept notes and proposals that meet the donor requirements.
- Identify specific opportunity needs and build and manage internal teams from across FH to develop competitive proposals.
- Effectively corresponding with key internal and external stakeholders.
- Utilize and support improvements to FH internal business development, and opportunity capture planning tools and resources.
- Coordinate and manage country office teams to develop and maintain key business development plans and implement strategies.
- Manage and lead the full business development lifecycle for priority opportunities, from opportunity identification, assessment, capture, to proposal development and post submission.
- Ensure adequate documentation and file management throughout the capture and proposal development process.
- Achieve annual business pursuit targets working with institutional donors, foundations, corporations and implementing partners to enable FH to scale up programs and impact by securing increasingly larger, multiyear grants.
- Work proactively and collaboratively with FH Global and Country level programs, technical teams, and regional leadership to identify new program opportunities, cultivate donor/partner relationships and secure new and continued funding.
- Other duties may be assigned as needed and bandwidth permitting.

JOB REQUIREMENTS

- Master's degree in business, International Development or similar field or equivalent combination of undergraduate degree and 3 years of relevant experience.
- Typically, 5+ years of related experience in a large and complex, Non-Governmental Organization.
- Experience in a complex, matrixed organization, with the ability to scale processes in a global, professional, service organization.
- Extensive experience managing, coordinating, and providing inputs to the full business development lifecycle.
- Thorough knowledge of US Government development assistance structure, procurement policy, approaches, and mechanisms.

- Strong interpersonal skills, networking, and stakeholder engagement.

OTHER ESSENTIAL REQUIREMENTS

- Vibrant personal relationship with Jesus Christ, a Christian commitment to serving the poor and in full agreement with FH's Christian beliefs expressed in The Heartbeat.
- Passionate about fulfilling FH mission of demonstrating the love of Christ to people affected by disaster, conflict, and poverty, and maintain an attitude and behavior in accordance with FH Heartbeat.
- Demonstrated computer-operating skills, including proficiency in Google platforms, Microsoft Office products, and virtual technologies such as Skype and/or Zoom.
- Must work independently under difficult conditions with strong negotiation, interpersonal and organizational skills.
- Effectively and efficiently manage all resources.
- Medical fitness to live and travel in rural and urban areas with extreme conditions and limited medical support.
- Ability to travel up to 20% of the time domestically, regionally, and internationally, to fragile contexts, countries and/or locations.

HOW TO APPLY

Interested and qualified candidates should fill in the Job Application Form and attach their cover letter and updated CV/Resume with three professional referees (including email address and day telephone contacts), not later than **Friday 24th May 2024 @2pm** using the following link: <http://41.216.97.161/fhrwjobs>

Note:

- Only short listed candidates will be contacted
- If any issues are experienced, please contact us separately at rwanda@fh.org
- Qualified female candidates are strongly encouraged to apply for this position

FH Safeguarding Policy

FH strives to provide an environment free from sexual exploitation and abuse and harassment in all places where relief and development programs are implemented. FH holds a zero-tolerance policy against sexual exploitation and abuse and harassment. FH expects its employees to maintain high ethical standards, protect organizational integrity and reputation, and ensure that FH work is carried out in honest and fair methods, in alignment with the FH Heartbeat and safeguarding and associated policies. Violations to stated policies will be subject to corrective action up to and including termination of employment.

Done at Kigali on 10th May 2024

