



VACANCY RE-ADVERTISED

1.0 Organizational Background

Established in February 1988, the Network Movement for Justice and Development (NMJD) is a national civil society human rights and development Organization to work towards building a just and self-reliant Sierra Leone, where the marginalized and exploited are equipped with the necessary knowledge, skills and tools and empowered to take control of their own lives. The inspiration to establish the organization was borne out of the founders' collective commitment to the preferential 'option for the poor' orientation and the 'See, Judge, Act' methodology of 'Training for Transformation.' NMJD focuses on empowering the people and communities to build a free, just and democratic society where there is respect for human rights, equality and sustainable development for the benefit of all. Aside from the Freetown Office, NMJD has offices with projects, programmes and staff in Makeni, Karene, Bo, Kenema and Kono.

NMJD is seeking to recruit a qualified and experienced person to fill the following vacancy:

No	Vacancy	No of Persons	Location
1	Business Development Manager	1	Freetown

2.0 Vacancy Description

Job Title:	Business Development Manager
Location:	Freetown, Sierra Leone
Reports to:	Executive Director
Duration:	One year subject to renewal based on performance and dedication to duty.
Overarching Responsibility:	The Business Development Manager is responsible for identifying funding opportunities in line with NMJD's priority areas; leading the preparation of successful grant proposals

	in collaboration with programme staff; and supporting grant holders in the implementation of approved project proposals regarding meeting provisions of grant agreements, including timelines.
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2.1 Job Purpose and Summary

The Business Development Manager is a senior management position in the organization and the holder will be tasked with the responsibility to provide leadership and supervisory support to programme staff in developing good quality project proposals; identifying staff capacity gaps with regards to resource mobilization and taking actions to address these gaps, identifying funding opportunities and supporting programme staff to submit competitive proposals; strengthening collaboration and good relationships with the donor community; and providing technical and operational guidance to the organization to undertake effective social enterprise and diversify sources of income. The Business Development Manager sets periodic organizational income targets and works towards achieving those targets within the stipulated periods. Specifically, the Business Development Manager will perform the following tasks and responsibilities:

- He/she is responsible for developing or undertaking regular reviews of the organization's resource mobilization strategy in line with the organization's priority areas and core values.
- He/she coordinates the development and implementation of engagement plans across regional offices of the organization, taking into account shifts in donor interests and emerging opportunities.
- He/she takes the lead in identifying funding sources, writing compelling project proposals and aligning them with the goals and objectives of NMJD's Strategic Plan.
- He/she works with programme staff to develop guidelines and procedures for proposal writing and submission, including responding to calls for proposals and forming consortiums with other like-minded organizations.
- He/she explores new business opportunities to promote social enterprise investments as an entity or through partnerships.
- He/she takes the lead in fundraising campaigns and events and helps develop winning themes, and strategies, and designs fundraising approaches.
- He/she undertakes market research to identify new opportunities and engages programme staff to establish strategies for pursuing those new opportunities.

- He/she initiates/develops partnerships and maintains relationships with donors and other stakeholders, including the private sector.
- He/she gathers, collates and produces up-to-date database and information on donors, sponsors and potential donors and sponsors for the information and use of programme staff.
- He/she supervises the project staff to write high-quality reports with supporting documents in line with NMJD and donor criteria.
- He/she performs other tasks assigned to him or her by the Executive Director and other line managers.

2.2 Person Specification

The Business Development Manager should possess the following qualifications and experience:

- Master's Degree with a background in business development or a Bachelor's degree in relevant sectors such as donor and relationship management, strategic portfolio analysis and planning, and change management;
- At least 3 years of demonstrated experience in identifying and securing funding from National and International donors, multilateral agencies, corporate entities, foundations, and leading assessments of funding landscapes, and developing and rolling out funding strategies to support institutional operational plans;
- Demonstrated ability to solve complex issues through critical thinking, analysis, definition of a clear way forward and ensuring buy-ins;
- Highly developed networking skills and ability to form and maintain productive working relationships with external donor agencies;
- Highly developed interpersonal and communication skills including communicating with impact, influencing, negotiation, and coaching;
- Demonstrated ability to work effectively as a member of a senior management team, contributing constructively beyond the role's specific resource mobilization remit;
- Experience in project and change management processes;
- A high degree of flexibility and adaptability to respond to changing needs;

- Ability and willingness to work under pressure and in different workplaces across districts and regions in Sierra Leone;
- Attention to detail, accuracy and timeliness in executing assigned responsibilities;
- Ability to carry out tasks with minimal or no supervision;
- Experience in writing, reviewing, and analyzing technical proposals;
- Demonstrated skills in meeting facilitation, coalescing teams, and teamwork and in building consensus;

2.3 Personal Skills Required

- Facilitation and consensus-building skills.
- Observation, active listening and critical analysis skills with the ability to make sound judgments.
- Good relationship management skills with the ability to work closely with local partners and community members.
- Strong communication and writing skills.
- Good report writing and documentation skills.
- Competency in Microsoft Packages such as Word, Excel, PowerPoint, etc.

3.0 How to Apply

Interested and qualified persons should submit their updated CVs with a cover letter, scanned certificates, and names of three referees addressed to the Executive Director at: nmjdsl@nmjdsl.org or 10 Nylender Street, off Cape Road, Aberdeen

4.0 Closing Date

The **closing date** for the receipts of all applications is **Monday, 6th May 2024 at 3:30 pm**. Only shortlisted applicants will be contacted. Applicants should **mark** the position they apply for on the top right-hand corner of the envelope.