



Job Opportunity Business Development Officer

IDENTIFICATION	
JOB TITLE	Business Development Officer
REPORTING TO	Director, Research and Community Extension
DIRECTORATE/UNIT	Directorate of Research and Community Extension
PHYSICAL LOCATION	Amref International University

Amref International University (AmIU) is an accredited institution of higher learning specializing in health sciences and is committed to progressively developing innovative programs and research that address the present and future needs of the African Continent. AmIU's vision is for Africa to have a skilled workforce that leads evidence-based interventions for lasting health change. It is committed to developing a competent workforce and evidence that drives equitable access to primary health care across Africa. In line with its strategic plan for 2022-2027, AmIU aims to transform into a research university, with 50% of its income generated from research initiatives. To achieve this goal, AmIU is collaborating with the University of Southern California to hire a Business Development Officer to advance its research agenda and ensure sustainable growth. **For more information about AmIU, visit our website at www.amref.ac.ke**

MAIN PURPOSE OF THE JOB

The Business Development officer will support the development and implementation of AmIU's resource mobilization strategies in accordance with the research directorate's strategic objectives.

PRINCIPAL RESPONSIBILITIES

KEY AREAS	MAIN TASKS
Pre-Positioning:	Identify relevant upcoming funding opportunities, track grant forecasts, and use resources for advanced intelligence gathering;
	Identify and nurture relationships with strategic partners (CSOs, academic organisations and private sector firms) to increase AmIU's chances of success in partnering with strong partners for competitive calls for proposals
	Prepare recommendations based on specific go/no-go decision criteria; identify and reach out to potential partners;
	Manage pre-solicitation proposal preparations and bid planning; participate in pre-design meetings and drafting sections of the proposal in advance of the solicitation; coordinate and facilitate design workshops;
	Support field teams in collecting relevant country and technical area information that informs design.
Proposal Preparation and Coordination	Provide support in the collection and presentation of information on funding opportunities (from specific websites, publications, the press, and other sources) to inform bid decisions
	Coordinate/provide technical input to AmIU's finance office to support the completion of the cost application in alignment with the technical program design;
	Manage proposal review process and check for budget alignment, responsiveness and compliance with donor guidelines;

KEY AREAS	MAIN TASKS
	Build effective working relationships with partners on proposal bids; support the management of consultants recruited to support proposal development;
	Support the recruitment process to ensure the identification and inclusion of qualified key personnel in proposals.
	Contribute to collecting and sharing proposal process lessons learned after the submission; coordinate program design handover to program manager(s).
Post Submission	Contribute to collecting and sharing proposal process lessons learned after the submission; coordinate program design handover to relevant faculty.
External Engagement and Networking	Identify international and local partners for future opportunities; Develop and cultivate strategic partnerships that grow AmIU on the Continent
	Identify international and local partners for future opportunities and work with the Amref country teams, business units and Europe and North America offices to gather, update and share intelligence on upcoming opportunities, pipelines and donor priorities
	Conduct client outreach and follow up with subject matter experts to organize meeting; support technical advisors in developing organisational capability statements in coordination with the communications team.
	Work collaboratively with team members when assigned to work as a team.
	Perform other duties as assigned.
	Networking with strategic donors, collecting strategic intelligence on opportunities, updating the donor contacts and database, and liaising with crucial in-country and International donors
	Arrange client meetings and calls with partners, including the University of Southern California, Amref Country offices, etc.

REQUIRED QUALIFICATIONS

Education and knowledge

- Master's degree in, Public health, Social Sciences or Development or a related relevant technical discipline strongly preferred.

Experience

- At least five years of experience with an academic Institution of higher learning supporting business development/programme funding position(s) involving proposal development, research grant writing and donor liaison;
- At least three years of experience working on USG/European Union/FCDO proposal responses as a prime or sub-partner, including participating in capture efforts, writing relevant sections of proposals, and supporting the development of proposal budgets;
- Experience developing successful proposals and/or tender bids to Institutional donors and foundations.

Skills and Competencies

- Demonstrated strong writing, editing and communication
- Keen interest and excitement in business development
- Detail-oriented, flexible, and able to handle multiple concurrent tasks.
- Able to work independently as well as part of a team.
- Excellent interpersonal, communication and negotiation skills to work effectively in a multi-cultural environment,
- Ability to prioritise own workload and work with minimal supervision
- Ability to lead complex proposal development teams
- Results Oriented
- Quick learner willing to go the extra mile to achieve deadlines.

How to apply

Please visit our website: <https://amiu.ac.ke> to make your application and have **"Business Development Officer"**

as your application subject line. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. **Kindly note that this position will remain open until filled and selection process will be on a rolling basis.** Please note that only shortlisted candidates will be contacted. *Those previously applied need not apply.*

Duly note that Amref International University does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment.

Amref International University is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref International University is an equal opportunity employer and has a non-smoking environment policy.