

<b>Title:</b> Head of New Business Development (NBD)	
<b>TEAM/PROGRAM:</b> PDQ	<b>LOCATION:</b> Vientiane, Laos
<b>GRADE:</b> NAT 1/INT 3	<b>CONTRACT LENGTH:</b> Full Time/Regular
<p><b>Child Safeguarding:</b> Level 2: either the role holder will have access to personal data about children and/or young people as part of their work; or they will be working in a 'regulated' position (accountant, barrister, solicitor, legal executive); therefore, a police check will be required (at 'standard' level in the UK or as applicable).</p>	
<p><b>ROLE PURPOSE:</b> This senior position reporting into the Country Director has overall responsibility for the direction and coordination of New Business Development, playing a lead role in mobilizing resources to meet the needs of children in Laos. S/he will work with program teams to identify and follow up on linkages between donor strategies, member interests and country office priorities and will play a key role in facilitating smooth communication between all stakeholders. S/he will be responsible for the formulation of the Country Office Funding Strategy and be responsible for identifying funding opportunities (both international and domestic) and matching them to program needs. S/he will be accountable for reaching fundraising targets, ensuring the development and timely submission of high quality project proposals, circulating regular reports to management highlighting trends and issues, as well as working in close collaboration with thematic technical teams and other departments.</p>	
<p><b>SCOPE OF ROLE:</b>  <b>Reports to:</b> Country Director  <b>Staff reporting to this post:</b> Nil (excluding consultants)  <b>Doted:</b> Sector leads and Technical Advisors will have a dotted line into this post  <b>Budget Responsibilities:</b> NA  <b>Role Dimensions:</b> Remote/flexible working location, must work in Asia-Pacific time zone and willing to undertake regular travel to Laos  <b>Key Contacts:</b> NA</p>	
<p><b>KEY AREAS OF ACCOUNTABILITY:</b></p> <p><b>Key Area A: Strategic Planning and External Engagement</b></p> <ul style="list-style-type: none"> <li>• Under the guidance of the Country Director and in consultation with the SMT, provide support to the overall strategic planning process by formulating and updating SCI Laos Country Funding Strategies and Donor Engagement Plans linked to the Country Strategic Plans .</li> <li>• Represent Save the Children as needed with key institutional, corporate, foundation and other donors</li> <li>• Ensure best practice ways of working by participating in global/regional networks and Communities of Practice and embedding best practice into country ways of working</li> <li>• Establish and strengthen relationship with non-traditional donors and explore new funding opportunities through public private partnership, CSR and multilateral donors in line with the Country Strategic Plan</li> <li>• Engage with SC members and promote opportunities that align with Sci Laos and member priorities.</li> <li>• Identify and facilitate dialogue between the SMT, members and key donors to ensure their knowledge of our programming in Laos, sharing concepts and other opportunities for collaboration.</li> </ul> <p><b>Key Area B: Resource Mobilization</b></p> <ul style="list-style-type: none"> <li>• Develop annual work plans including resource acquisition targets, capacity building and system strengthening needs as well as engagement with international and domestic donors.</li> <li>• Working closely with SC members and other stakeholders, collect donor intelligence and</li> </ul>	

undertake an annual mapping of donor strategies and priorities for Laos.

- Develop a set of key performance indicators (KPIs) to monitor NBD performance and submit regular reports to the SMT, including analysis of donor trends.
- In coordination with the Member conduct After Action Review for large and strategic successful and unsuccessful opportunities and track and share lessons learned with relevant functions for future reference.
- Complete a training needs assessment and strengthen the capacity of the Business Development team as well as Program Teams on preparing high quality funding proposals.
- Work with Program and Communication Teams to develop promotion materials and presentations.
- Work with program teams to identify gaps in the funding portfolio for and work closely with members to support the development of flagship proposals that are marketable to donors.
- Play a lead role in facilitating project design workshops, developing concept papers, full proposals, and budgets, ensuring that high quality standards are met and that proposals meet donor and member requirements.
- Clearly identify roles and responsibilities of relevant stakeholders/staff and key actions for proposal development and ensure that there is a robust internal review process in place to ensure that quality proposals are submitted.
- Support in developing and managing strategic consortium partnerships which strengthen both programming and resource mobilization outcomes.
- Ensure that all relevant Sector Leads, Technical Advisors and Support functions like HR, Grants, Procurement, IT, Finance are fully and proactively involved in the development of new proposals.
- Oversee the coordination of Go/No Go meetings to evaluate opportunities with key senior staff
- Oversee the maintenance and upgrading of the donor database, proposal tracking system, and consultant roster (proposal writers).
- Develop a network of high quality external resources/consultants to support the country fundingstrategy.

**As a member of the Senior Management Team:**

- Demonstrates behaviours that are consistent with Save the Children's Mission, Vision and Values and ensures their broader application by staff across the country programme.
- Contributes to a conducive and productive work environment in a way that promotes accountability and high performance, encourages a culture of learning, creativity and innovation, and supports teams to deliver outstanding results for children and excellent customer service for our members and donors.
- Actively participates in the E.SMT meetings and other forums as applicable and contribute to key organization and management decisions as an SMT member.
- Helps maintain and improve active and regular working relationships with government authorities, partner agencies as well as other international and national stakeholders.
- Perform specialized duties as assigned by the CD for the benefit of the Laos program.

**BEHAVIOURS (Values in Practice)**

**Accountability:**

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

**Ambition:**

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically.

**Collaboration:**

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

**Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

**Integrity:**

- Honest, encourages openness and transparency

**QUALIFICATIONS:**

**Academic:** Master's Degree in Social Science/International Development/Development Studies or other relevant field.

**EXPERIENCE AND SKILLS:**

**ESSENTIAL:**

**Working Experience:** At least 5 years' experience in proposal development/resource mobilization, including 3 years in a senior technical or management position

**Essential Skills:**

- Understanding of donor proposal requirements (EC/USAID/DFID, corporates, etc).
- Proven track record in developing winning concept notes and project proposals.
- Highly skilled in program design, including development of log frames, results frameworks, and budgeting.
- Excellent writing and presentation skills, particularly in English.
- Strong interpersonal and communication skills including influencing, negotiation and coaching, as well as the ability to work well in an international environment with people from diverse backgrounds and cultures.
- Proficient understanding of children's issues in Laos and development programming in at least 2 sectors.
- Ability to present complex information in a concise and compelling manner.

- Leading and inspiring others,
- Delivering results,
- Developing self and others,
- Problem solving and decision making,
- Innovating and adapting

**DESIRABLE:**

- Good facilitation and cross-functional leadership skills
- Good research and analytical skills.
- Management experience
- Advanced computer proficiency

**Attitude:**

To work in a team

To be committed to serving in the best interests of children

**SAVE THE CHILDREN  
INTERNATIONAL PROGRAMS  
ROLE PROFILE**



To be sensitive to gender and inclusion issues	
<b>Additional job responsibilities:</b> The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.	
<b>Equal Opportunities:</b> The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.	
<b>Child Safeguarding:</b> We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.	
<b>Safeguarding our Staff:</b> The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.	
<b>Health and Safety:</b> The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.	
<b>JD written by: Luke Ebbs</b>	<b>Date: Jul 2023</b>
<b>JD agreed by:</b>	<b>Date:</b>
<b>Updated By:</b>	<b>Date:</b>
<b>Evaluated: Chansai Soumixay</b>	<b>Date: Jul 2023</b>

Save the Children invests in childhood – every day, in times of crisis and for our future. In the United States and around the world, we are dedicated to ensuring every child has the best chance for success. Our pioneering programs give children a healthy start, the opportunity to learn and protection from harm. Our advocacy efforts provide a voice for children who cannot speak for themselves. As the leading expert on children, we inspire and achieve lasting impact for millions of the world's most vulnerable girls and boys. By transforming children's lives now, we change the course of their future and ours.

Save the Children is committed to conducting its programs in a manner that is safe for the children it serves and to helping protect the children with whom Save the Children is in contact. As a humanitarian agency, Save the Children is obliged to create and maintain an environment that aims to prevent the sexual exploitation and abuse of children and promote the implementation of its child safeguarding policy. All representatives of Save the Children – employees, volunteers, interns, consultants, Board members and others who work with children on Save the Children’s behalf – are expected to conduct themselves in a manner consistent with this commitment and obligation.

Save the Children provides an attractive benefits package including competitive salaries, a matching retirement plan, health and welfare benefits, life insurance, an employee assistance program, generous time off and much more. We provide equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion, gender, ancestry, sexual orientation, national origin, age, handicap, disability, marital status, or status as a veteran. Save the Children complies with all applicable laws.