

**SAVE THE CHILDREN INTERNATIONAL  
ROLE PROFILE**

<b>TITLE:</b> Resource Mobilization & Business Development Director	
<b>TEAM/PROGRAMME:</b> Country Senior Management team	<b>LOCATION:</b> Amman
<b>Management responsibility:</b> Two NBD specialists and one Senior NBD Manager	<b>Expected travel: up to 30%</b>
<b>GRADE: 3</b>	<b>CONTRACT LENGTH:</b>
<p><b>CHILD SAFEGUARDING:</b> Level 3: The post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p><b>Background</b></p> <p>Save the Children has been an active humanitarian actor in Yemen since 1963 and scaled up its humanitarian response since 2015. Our commitment in Yemen is to safeguard and uplift children’s lives through high impact initiatives in critical areas such as health and nutrition, education, child protection, food security and livelihoods, and water, sanitation, and hygiene.</p> <p><b>Role Purpose</b></p> <p>The Resource Mobilization &amp; Business Development Director (RM/BD) for Yemen will support the Country Director (CD) by leading resource mobilization and new business development. S/he will build strategic relationships with donors and partners, actively tracking and analysing funding pipelines and portfolios including linkages to broader regional initiatives, overseeing capture planning for key must win in-country opportunities, and by ensuring the delivery of well-coordinated and competitive proposal management processes.</p> <p>The RM/BD will provide strategic leadership for SC Yemen to cultivate and build sustainable sources of funding. These sources encompass a wide range of key constituencies and development partners, including existing and prospective emerging donors/institutions, multi-laterals, UN agencies, various inter-governmental bodies, etc.</p> <p>The RM/BD will play a pivotal role in cultivating, growing, and stewarding relationships and networks with the various donors based in Amman and throughout the region. The RM/BD will build a strong knowledge of the SC Yemen programme and country strategic plan to enable strong advocacy towards donors; and to enable the development of strategic partnership with potential partners based in Amman.</p> <p>S/he will take responsibility for identifying and following up on linkages between donor strategies, member/funding office interests and country office priorities and will play a key role in facilitating smooth communication between all key stakeholders. The RM/BD will be responsible for formulating the funding strategy for Yemen country office and identifying funding opportunities 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, and working in close collaboration with thematic area technical teams and other departments, linking them with broader regional initiatives.</p> <p>The successful candidate will also be expected to work closely with Save the Children Members Offices and the Regional Office (RO) including the Centre Resource Mobilisation team to access new partners and funding opportunities.</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p><b>SCOPE OF ROLE:</b> <b>Reports to:</b> Country Director</p>	

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**Dotted Line:** Resource Mobilisation team at SCI MENAEE Regional Office (RO)

**Key working relationships:** Engages internally with the Advocacy, Campaigns, Communications and Media, Programme Development and Quality (PDQ) and Technical Experts (TEs), Operations, Finance, Awards, Risk and Compliance and Human Resources (HR) teams to coordinate deliverables and responsibilities across the Country Office and with relevant SC members.

### **KEY AREAS OF ACCOUNTABILITY:**

#### **Key Area 1: Strategic Partnership and relationship management – 35%**

- Alongside CO Senior Management Team and Technical Experts, proactively engages with external partners, builds relationships, gathers business intelligence, and generates new funding opportunities.
- Work with the RO and members in developing and implementing strategies to access funding from new markets (i.e. Gulf), corporates, and philanthropists.
- Collect background information to develop prospect profiles and perform analysis to including donor's likely giving capacity.
- Develop donor engagement plans and use tracking tools to monitor progress against targets.
- Support CO leadership decision making to form programming consortia which strengthen both programming and resource mobilisation outcomes.
- Participate in external working groups, roundtables, high level meetings, conferences, and sector events.

#### **Key Area 2: Portfolio and Pipeline Management – 20%**

- Identify, mitigate, and report on the CO pipeline and priority funding gaps. These may include thematic/programme gaps, co-financing gaps, and operational sustainability gaps.
- Support CO to conduct portfolio analysis, donor landscape mapping,
- Update the fundraising strategy, as required.

#### **Key Area 3: Capture Planning and Opportunity Preparation – 30%**

- Ensure that the CO collaborates effectively with the RO and members to gather and assess donor, partner, and internal information relevant to upcoming major opportunities.
- Strengthen the CO capability on long-term capture planning for upcoming funding opportunities (i.e. competitor analysis, internal SWOT analysis, etc.) and support the development of donor specific communications/products.
- Conduct research into regional/sector trends as well as new and emerging donors.
- Establish a strong, collaborative, and efficient proposal process, as required, and proactively address challenges that may hinder the proposal development process.

#### **Key Area 4: Capacity Strengthening & Knowledge Management – 15%**

- With guidance and support from SCI RO Resource Mobilisation team, supports CO BD, TE, Finance, Awards Management, PDQ staff with capacity building around BD.
- Deliver trainings to the CO on specific donors as well as best practice BD approaches and processes
- Act as a source of knowledge, information on internal BD processes, and donor intelligence, requirements, compliance considerations, etc.

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- Support the fundraising capacity building of local CSOs in collaboration with the partnership team.

### **Key Area 5: As a member of the Senior Management Team, contribute to:**

- Leadership of the country Office.
- Supporting the development of an organisational culture that reflects our broad spectrum programming values, promotes accountability and high performance, encourages a team culture of learning, creativity and innovation, and frees up our people to deliver outstanding results for children and excellent customer service for our Members and donors.
- Supporting the design and implementation of a coherent organizational structure that is consistent with agency practices.
- Help establish, maintain, and improve active and regular working relationships with host government authorities, donors, partner agencies including major institutional donors, and local and international NGOs (as requested, delegated and authorized by the CD).
- Ensure the CO complies with all Save the Children policies and procedures outlined in the Quality Framework where applicable.
- Ensure that the required support is provided promptly, at scale and in line with the rules and principles during emergencies, working closely with the CD.

### **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 their team to do the same
- Widely shares their personal vision for Save the Children, engages, and motivates others
- Future orientated, thinks strategically, and on a global scale.

#### **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; demonstrates highest levels of integrity

### **QUALIFICATIONS**

- Development Professional with a relevant Masters' Degree and /or equivalent professional experience.
- Background in donor relationship management, strategic portfolio analysis and planning, and change management required.

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### **EXPERIENCE AND SKILLS**

#### **Required**

- 5+ years demonstrated professional experience in identifying and securing funds from major government donors, multilateral agencies, corporate donors, and/or foundations (i.e. BHA, USAID, FCDO, ECHO, GFFO, BMZ, WFP etc.).
- Demonstrated experience in coordinating and/or supporting with the development of funding proposals to institutional donors.
- Demonstrated ability to solve complex issues through critical thinking, analysis, definition of a clear way forward and ensuring buy in.
- Proven record of accomplishment in institutional, foundations, individual, and/or corporate partnership building.
- Experience in strategic decision making and planning, and the ability to analyse data and information with a focus on competitiveness.
- A high degree of attention to detail and the ability to lead key tasks (i.e. proposal development) to on-time completion under significant pressure.
- Highly developed networking skills and ability to form productive working relationships with a wide range of internal colleagues (e.g. program technical, awards compliance, finance, program operations) and external stakeholders.
- Well-developed interpersonal and communication skills including communicating with impact, influencing, negotiating, and coaching.
- Strong results orientation, with the ability to challenge existing mind-sets.
- A high degree of flexibility and adaptability to respond to changing needs. Ability and willingness to change work practices and hours in the event of major emergencies including travelling at short notice and for extended periods of time.
- Experience in project and change management related to organisational development projects and international, cross-functional teams with a proven history of delivering results.
- Highly developed cultural awareness and ability to work well with people from diverse backgrounds and cultures.
- Fluency in English, both verbal and written.
- Commitment to Save the Children values, including willingness to abide by and enforce the Child Safeguarding policy.

#### **Desirable**

- Experience in Yemen or the Middle East.
- Fluency in Arabic is highly desirable.
- Demonstrated experience identifying and securing funding from major government donors, multilateral agencies, corporate donors and/or foundations or philanthropies (i.e. USAID, DFID/FDCO, DEVCO/ECHO, UNICEF, etc.).
- Previous experience with capacity building, learning, or training initiatives, ideally in the BD sector.
- Proven ability to write persuasive, competitive, and compliant narrative proposals for institutional donors.
- A detailed understanding on funding mechanisms for development work.

#### **Additional job responsibilities**

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.

#### **Equal Opportunities**

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The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Women and people living with disabilities are strongly encouraged to apply.

**Child and Adult Safeguarding:**

We need to keep children and adults safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children and adults from abuse.

**Safeguarding our Staff:**

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

**Health and Safety**

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.