



POSITION DESCRIPTION

Job Title: Director, Business Development

Department: Business Development

Reports to: CEO (direct) / COO (indirect)

Supervises: Business Development Manager

CE International is a growing global organization dedicated to advancing education and related international development issues such as girls education, education for refugees and IDPs, education financing, global learning crisis, child labor, etc. This is your opportunity to use your knowledge, experience and business development skills to help to build an international development organization that positively impacts the lives of children worldwide. We are seeking a seasoned Business Development professional who has a proven track record of acquiring and managing significant grant awards and the ability to work with philanthropic foundations to help us to achieve our business and strategic goals.

Position Purpose:

The Director, Business Development serves a critical role in creating an environment that is conducive to organizational growth and financial sustainability. The Director provides a high-level of support to the development of strategies that increase funding opportunities including philanthropic giving and grants. The Director also serves as a partner to the CE International senior leadership in expanding organizational outreach, developing strategic partnerships, supporting strategic planning and assessing organizational impact.

Essential Duties and Responsibilities:

- Demonstrates support for mission, vision, values and programs of the organization.
- Adheres to organizational policies and procedures.
- Improves financial outlook of the organization by increasing revenue to meet established targets.
- Assists the CEO with the development of CE International's strategic plan, theory of change for growth, and business model.

Philanthropic & Business:

- Builds, nurtures, and maintains good relationships with funders and donors.
- Pursues strategic opportunities that cultivate strategic relationships with funding, business and other philanthropic entities.



- Increases financial outlook for the organization through donations, sponsorships, partnerships or grants, cooperative agreements, and contracts.
- Seeks funding opportunities with bilateral and multilateral development agencies, foundations and government entities including corporate partners.
- Researches contracts, bids and proposal opportunities increase channels of revenue.
- Organize, coordinate, and lead proposal development workshops with multiple multicultural partners in both in-person and virtual settings.

Marketing & Outreach:

- Develops and implements a comprehensive financial outreach plan to increase revenues and profits.
- Performs market research and analysis on potential funding organizations.
- Stays abreast of the latest trends in the education sector and related international development sector trends seeking opportunities within new expanding areas of focus, including monitoring external environment for new markets prospects.
- Assist in efforts to promote the organization's programs and capabilities to current and potential clients and partners.
- Engage in strategic networking to expand the organization's positioning and enhance the organization's image and visibility.

Cost Proposal and Compliance Support and Oversight

- Develop and review cost proposals (budgets) for proposals for cost allowability, realism, and accuracy.
- Ensure US Government proposals are compliant with relevant rules and regulations, including 2 CFR 200, FAR, AIDAR, ADS, DSSR and others.
- Ensure proposals to additional bilateral and multilateral donors, in addition to foundations, are compliant with relevant rules and regulations.

Operations and Organizational Budget Support

- Offers advice on cost saving measures that improve the organization's bottom line including more efficient or effective technology platforms and software.
- Maintains accurate and detailed records of philanthropic and business prospects.
- Supports the development of the organization's annual operating budget.
- Development, management, and review of proposal development budgets to ensure realistic budgets and timely invoicing while avoiding cost overruns.
- Negotiates grants and contracts and monitors grant and contract fulfillment.

Other duties as assigned.

REQUIRED Education and Experience:

- Master's degree in business, , international development or a related field
- A minimum of 8-10 years of significant experience with increasing levels of responsibility in business development, proposal management, project administration and project management.
- Experience with all aspects of development such as grant seeking, grant writing, and managing grants and government contracts.
- Acquisition and management of several large multi-faceted grant awards (USD 500,000 - 1million or above)
- Government contracting experience with some specific USAID experience.
- Experience and knowledge of international development, and humanitarian aid
- Experience living and/or working overseas preferable in developing nations or in humanitarian contexts.

PREFERRED

- Experience and knowledge of global education and related issues. Interest or knowledge of Early Childhood Development (ECD).
- Supervisory experience managing small teams
- Language proficiency at a professional written and speaking level for at least one additional language preferred, especially French or Spanish.

Knowledge, Skills, and Abilities:

- Mission-focused and passionate about global education issues and international development
- Ability to work independently and as part of a team while building trust and confidence between team members.
- Excellent organizational skills, strategic thinking, problem solving and data analysis.
- Excellent communication skills, written and verbal in the English language.
- Proposal preparation and proposal writing skills.
- Business acumen and customer/client focus.
- Ability to manage, coordinate and complete multiple projects and work within tight timelines.
- Computer literacy and ability to learn about, and use, popular technology applications to increase opportunities for improved global communications and collaboration opportunities. (Such as social media marketing, relationship science tools and networking platforms.)
- Effective meeting facilitation and presentation skills.



Benefits:

Benefits offered include a 403b retirement plan, paid holidays, vacation and sick leave.

Work Environment:

Although remote would be considered, DC-based is preferred. This position is performed in an open office environment.

To apply:

Email cover letter and include salary requirements or salary range and resume to headquarters@ceinternational1892.org. Only those being considered for the position will be contacted. **No phone calls, please.**

Physical Demands:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to fingers, handle or feel objects, tools, or controls; use fingers and hands to type or write; reach with hands and arms; or talk or hear. Specific vision abilities required by the job include close vision; distance vision; color vision; peripheral vision, depth perception, and the ability to adjust focus.

Childhood Education International is an Equal Opportunity Employer and does not discriminate on the basis of race, gender, ethnicity, sexual or gender orientation, religion or physical ability.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.