



## Job Description

**Country Office:** CARE Philippines  
**Position Title:** Business Development Manager  
**Opening date:** April 2021  
**Grade assigned:** E  
**Duration:** May 1, 2021 - June 30, 2023 (potentially extendable)  
**Incumbent's name (if applicable):** NA

### Job Summary

CARE is a leading global humanitarian agency delivering emergency relief and long-term development projects. Founded in 1945, CARE is nonsectarian, impartial, and non-governmental. CARE works in the Philippines since 1949 and is known for its programs on emergency preparedness and response, livelihood recovery, disaster risk reduction, climate change adaptation, innovations, gender-based violence and health.

The purpose of the role is to manage overall areas of new business development and designing programs in line with the CARE Philippines program strategy and CARE International Vision 2030 priorities. This position is responsible for identification new business/funding opportunities, leading on development of concept notes and proposals (as requested), keeping track on past, current and new business opportunities, coordinating resource mobilization strategy and donor cultivation plans of CARE Philippines, to successfully deliver results, build/maintain relationships and secure funds from existing and potential donors/partners.

The position requires to work closely with CARE Philippines Senior Leadership Team, including the program, finance and program support teams, and MEAL, Gender, Communication and Knowledge Management focal points. This position will also coordinate and work closely with Asia Regional Management Unit, CARE USA Institutional Funding and Strategy (IFS) team, and relevant teams of other CARE International members.

### RESPONSIBILITIES AND TASKS:

#### 1. Identification of new business opportunities

- a. Keep track of the call forecasts of major donors that are in line with national development goals and CO priority;
- b. Proactively approach, collect, update and share information on donor priorities and funding calls (local and international) and share relevant opportunities/pipelines with Regional Management Unit (ARMU), relevant programme team and with CI members and CARE USA CBU.
- c. Explore, identify and gather intelligence on the donor/client interests, trends and new areas of opportunities, analyse and share with relevant colleagues (country, region and CARE USA).
- d. Analyse/summarise donor/client call guidelines/ToR and share/brief to relevant colleagues.
- e. Recommend best consortium/partnership arrangement to position CARE as partner of choice.

- f. Proactive engagement in gathering intelligence on upcoming opportunities, donor landscape, and identifying the right partners for the bids.
- g. Lead on the development and implementation of CARE Philippines resource mobilization strategy and donor cultivation plans
- h. Develop and maintain business development opportunities tracker to serve as the intel depository, to keep track of past, current and new business opportunities, and to ensure informed go/no go decisions.

## **2. Program design and proposal development**

- a. Lead and coordinate the development of new concept notes, project proposals and programs in response to solicited and unsolicited local and global calls (both emergency and development) in consultation and coordination with CARE Philippines SLT and other stakeholders.
- b. Coordinate/facilitate project design meetings, provide critical inputs in project design and finalise the application package (including problem tree analysis, concept note, logical framework, theory of change, proposal and budget) ensuring requirement in the donor guidelines and internal/external compliance.
- c. Establish effective linkages and partnership with relevant units of the organization for smooth design and development of project concept notes and proposals.
- d. Contribute and/or lead in planning and development of CO strategic plan; formulation of and implementation of programmatic framework with support from Country Director and program team.
- e. Integrate learning from on-going projects into new program design and programming strategies

## **3. Representation**

- a. In coordination with Country Director and other senior managers represent CARE Philippines at government, non-government and donor platforms to strengthening CARE Philippines profile, identify business opportunities and develop new partnerships.
- b. Establish partnership with organizations, including private sector, INGO, local civil society networks and federations, and the government, to strengthen CARE Philippines programs and develop new business opportunities.
- c. Establish good relationship with fundraising and other relevant teams of CARE International members; present CARE Philippines priority program focus areas and learn about CI member strategic plans; participate in meetings and consultation within other CARE country offices, ARMU and CI members.

## **4. Other responsibilities**

- a. Staff management: Currently the position does not manage staff directly. However, if the position is to manage staff, it will provide proper supervision and management for all direct reports, ensure the proper implementation of CARE's performance management system for direct reports, proactively address performance issues through regular, constructive and honest feedback and coaching.
- b. As may be requested by direct supervisor, accept additional assignments that are in line with the overall purpose of the position.

## **QUALIFICATIONS AND REQUIREMENTS**

**Qualifications and experience:**

Master's Degree in Sociology/ Economics / Development Management and/or other related fields.  
Five years or more of business development, resource mobilization, program management or other relevant experience with International NGOs UN or other relief and development organizations.

**Knowledge and Skills:**

- Strong knowledge and experience in project/program design and development.
- Proven analytical skills and the ability to think strategically in relation to business development.
- Experience of interpreting donor policies and guidelines and producing and/or making recommendations for producing high quality proposals
- Demonstrable experience of researching, developing and nurturing relationships with various sector donor/clients.
- Ability to represent the organization
- Understanding of project design tools and frameworks such as problem tree analysis, logical framework, theory of change and other.
- Experience in dealing with diverse donor(s)/client.
- Demonstrated skills in prioritizing task and meeting deadlines.
- Ability to work with virtual cross-functional teams.
- Experience working with multi-disciplinary team
- Excellent interpersonal verbal and written communication skills.
- Fluency in English language (written and oral communication).
- Strong presentation and reporting skills.
- Familiar about international development goals and country strategies.
- Excellent writing, documentation and dissemination skills.
- Strong ability to work in a team and coordinate tasks and responsibilities.
- Good interpersonal and communication skills.
- In-depth knowledge on gender equity and diversity, and rights based programming.
- Ability to use computer applications.

**Competencies:**

- **Adaptability:** Adapts to changing business needs, conditions, and work responsibilities.
- **Emotional Intelligence:** Emotional Self-Awareness to focus attention on self-emotional state
- **Stress Management:** Maintains composure in highly stressful or adverse situations.
- **Negotiations Skills:** Diplomatically handles challenging or tense interpersonal situations.
- **Strategic Decision Making:** Makes timely, informed decisions that take into account the facts, future goals, constraints, and risks.
- **Political Acumen:** Uses knowledge of the organization and political climate to solve problems and accomplish goals. Understands how the roles, products, and services of one's work unit relate to and impact those of other work units.
- **Communicating with Impact:** Ensures that others involved in a project or effort are kept informed about developments and plans.

- **Coaching:** Enables co-workers to grow and succeed through feedback, instruction, and encouragement.
- **Building Partnerships:** Develops networks and builds alliances with all stakeholders within and outside the organization.

### **Financial Accountability**

TBD, as per ASF

### **Contacts/Key Relationships**

**Reporting to:** Country Director CARE Philippines.

#### **Internal:**

CARE Philippines Senior Leadership Team  
 CARE USA CARE USA Institutional Funding and Strategy (IFS) team and technical teams  
 CARE USA Asia Regional Management Unit  
 CARE International Member Partners teams

#### **External:**

Local partners  
 Peer Organizations and the UN system  
 Private sector service providers  
 Relevant LGUs and NGAs

### **Other**

- Based out of Quezon city, NCR office, Philippines.
- Expected percentage of time traveling: up to 50% in various areas of the Philippines may be required.
- Some travel outside of the Philippines may be required.
- Special Conditions: none

### **How to apply:**

Send latest CV and letter of intent to [careers.phl@care.org](mailto:careers.phl@care.org). Only shortlisted applicants will be contacted.

*"CARE is a diversity-promoting organization that draws strength in, and builds opportunities for, a well-represented work force. Women are highly encouraged to apply, as well as talents of diverse SOGIE and those from the PWD sectors. CARE is also committed to the empowerment and protection of vulnerable and marginalized people and communities. We have zero tolerance for any form of harassment and abuses, and we aim to prevent any type of unwanted/unwelcomed behavior at the workplace and in our project areas. Employees and related personnel are expected to share this commitment."*