

## Manager, Business Development

We need your knowledge and expertise to help us achieve CDF Canada's mission – *Acting on co-operative principles, we partner with communities to achieve sustainable economic and social development.*

You are a skilled manager who drives organizational growth by identifying, assessing and developing new project concepts.

You need to think creatively, exhibiting the tenacity and persistence of a business development professional. You understand budgeting and, at the same time, are a seasoned professional capable of creating solid relationships.

At the heart of these requirements is a growth specialist with an eye for identifying new opportunities and a talent for orchestrating spaces where markets and partnerships can be brought together to create opportunities for growth.

The successful candidate will have a strong business development background coupled with project management skills, creativity, and ingenuity in developing successful strategies and demonstrated leadership and interpersonal skills.

*Below are the key skills and characteristics we are looking for in our Manager of Business Development.*

**Creative Thinking:** Whether it is seeing new ways existing opportunities could be developed, or finding a completely new direction, creative thinking is essential for the role.

**Analytical Skills:** Creativity must be built on the bedrock of an analytical mind. You will need to use market research and data to present opportunities to stakeholders and to quickly understand what makes sense to pursue and what could potentially cost more to explore. An in-depth understanding the wider market is essential if new, realistic, and attainable opportunities are to be proposed and developed.

**Curiosity:** You need to be curious for new ideas, projects, people, and expertise. You do want to challenge the ordinary and already done.

**Communication:** Business development is not for those who like to work alone. You will need to obtain support from senior management, finance and program teams. You may be required to coordinate with other teams whose priorities and focus lie elsewhere.

Outside of your organisation, your role is to convince others to invest in, or partner with, your organisation, so presentation and communication skills will be frequently called on.

**Negotiation:** New business always requires new terms, and it will be your responsibility to ensure that the terms agreed upon are favourable to CDF Canada.

*Goal Focused:* New business is rarely won overnight. You are going to need to demonstrate that you can maintain and develop relationships over long periods, yet still have the ability to pull in quick wins to meet objectives and targets.

Your focus must always be on meeting targets and you must demonstrate that you have the ability to pursue a long-term strategic vision while remaining flexible enough to respond tactically to changing demands or unexpected opportunities.

*Organizational Skills:* There are many balls to juggle and not all will be falling at the same rate. You must respond quickly to meet tight deadlines, yet still nurture and develop slower-burning opportunities. It's a balancing act, you'll have to juggle organizing other team's workload as well as your own, but you welcome the challenge.

CDF Canada's Manager of Business Development requires a strong commercial awareness, impeccable presentation and interpersonal skills as well as drive, determination and confidence.

Business development, straddling as it does many other functions of the organization, requires you to work well across teams and to be able to gain trust and communicate your enthusiasm to both junior and senior stakeholders.

### **Qualifications**

- Previous experience in proposal development and/or writing with proven success working on Canadian federal government proposals.
- Minimum of 5-10 years of proven and progressive experience including strong knowledge of the RFP process.
- Demonstrated experience in growing a business, especially in the international development, consulting, impact finance or cooperative sectors, a strong asset
- Exceptional interpersonal skills – interacting successfully with all levels of staff – partners, and managers with a positive, enthusiastic attitude.
- Well-developed writing skills, particularly with drafting proposals and marketing materials.
- Degree in relevant development field an asset
- Ability to adapt quickly to changing situations and conditions while under tight timelines; effectively managing multiple competing deadlines.
- Self-starter that can work independently with minimal oversight along with a proactive service attitude and willingness to take a "hands on and can do" approach.
- Strong proficiency with common productivity software including PowerPoint, Excel and Word and other proposal-based tools.
- Professional expertise in one or more of CDF Canada's sectors: co-operative development, micro-enterprise development, agriculture, climate change programs, environmental programs, gender programs, etc.
- Ability to travel nationally and internationally, Cross-cultural sensitivity and experience.

- Fluency and excellent written skills in English

## **Job Duties**

Responsible for seeking new business opportunities – capturing, developing, coordinating and implementing plans designed to drive CDF Canada’s growth, and identify methods to reach those goals.

Supervising the creation of proposal response templates, format proposal responses using proposal automation software (and Word) in accordance with established style and content requirements.

Lead in strategic operational activities, e.g., participating in Go/No-Go discussions to determine if an opportunity warrants pursuit, and pro-actively integrating strategic objectives into your work.

Identify growth initiatives related to CDF Canada’s international project expertise, and act upon those initiatives.

Coordinate and produce proposal responses to RFX (RFP, RFQ, RFT etc.) opportunities – this includes facilitating proposal kick-off meetings, managing proposal deadlines, writing and coordinating content, complying with our quality management processes, and owning the final product.

Coordinate proposal production working collaboratively with other team members located around the world.

Obtain buy in and approvals by reviewing proposals with key providers and project managers.

Develop strategies and plans to achieve desired funding results, including development of contact lists/data bases for funding sources.

Ensure your team meets proposal deadlines by establishing priorities and target dates for information gathering, meetings, approvals, etc.

Lead efforts to support the development and timely submission of competitive proposals.

Advocate for and mobilize local efforts to build CDF Canada’s public relations to leverage resources, build and maintain partnerships as well as CDF Canada’s public image with multiple audiences in the country. Work in collaboration with Country Office Communication Manager Country Manager, as applicable.

Communicate, network and build effective working relationships with partner staff, development funding agencies, representatives of other non-governmental organizations (NGOs), and appropriate government officers in order to help further the goals of the projects.

Assist in building and maintaining CDF Canada's public image with multiple audiences in the countries where we work.

Organize and deliver learning opportunity and/or awareness webinars.

**How do we define success for this role?**

You demonstrate CDF Canada's core values through all aspect of your work: Integrity, Respect and Collaboration.

You understand the industry, challenges, and opportunities.

You identify, recommend, and are focused on effective service delivery.

You share in an inclusive and engaging work environment that develops, retains and attracts talent.

You actively participate in the adoption of digital tools and strategies to drive an innovative workplace.

If this opportunity interests you, and you meet all of the above requirements, please submit your resume and a cover letter stating salary expectations to [apply@cdfcanada.coop](mailto:apply@cdfcanada.coop)

**Application Process and Deadline**

1. Applications must be received **no later than 4:00 p.m. Friday, April 16, 2021.**
2. Late submissions **will not** be accepted.
3. Applicants must include cover letter and resume.
4. Please reference the job title – **Manager Business Development** - in the email subject line.

**We thank all applicants for their interest, however only those candidates selected for interview will be contacted.**