**JOB PROFILE**

**Job Title:** Business Development Lead  
**Location:** London, Cardiff or remote (within UK)  
**Reports to:** Director of Finance & Operations, with a dotted line to the CEO  
**Budget Responsibility:** None  
**Line management responsibility:** None  
**Child Safeguarding Level:** Level 1

### ABOUT US

**Overview**
We are Elrha. A global charity that finds solutions to complex humanitarian problems through research and innovation. We are an established actor in the humanitarian community, working in partnership with humanitarian organisations, researchers, innovators, and the private sector to tackle some of the most difficult challenges facing people all over the world.

We equip humanitarian responders with knowledge of what works, so that people affected by crises get the right help when they need it most. We have supported more than 200 world-class research studies and innovation projects, championing new ideas and different approaches to evidence what works in humanitarian response.

**Operational context**
Elrha is a charity and wholly owned subsidiary of Save the Children. It is accountable to its Board of Trustees and is able to benefit from core services provided by Save the Children UK.

**Team**
This role sits within the larger operations function under the Director of Finance & Operations. This extended Operations team houses two smaller teams - HR & Administration and Grants Operations & Finance, as well as three individual roles, including this one, accountable for Business Development, MEAL, and Executive Administration & Governance functions.

The Operations team is responsible for strategic planning and delivery of operational support to programme teams across Elrha, as well as ensuring compliance with policies and procedures, and accountability to internal and external stakeholders.
JOB PURPOSE

The Business Development Lead is a central role in amplifying Elrha’s business development efforts, with the purpose of diversifying and growing the organisation’s funding portfolio. The role drives business development across thematic areas, by leading and providing effective support throughout the funding process, ranging from identifying new funding opportunities to coordinating high quality proposals in response to these opportunities. The role also co-leads the development of Elrha’s Business Development Strategy, working closely with the CEO and Heads of Programmes in designing and implementing this strategy.

KEY ACCOUNTABILITIES

Strategic Planning and Donor Engagement

- Establish and deliver Elrha’s Business Development Strategy for restricted, flexible and unrestricted funding, leading on relevant areas and gathering input from Heads of Programmes and the CEO for their areas of expertise, and setting up the resource mobilisation plans that operationalise the strategy.

- Set up and coordinate the process for developing the Business Development Strategy, ensuring this is finalised and approved within the agreed scope and timeframe.

- Lead on relevant areas of the strategy development, including (list is not exhaustive): (a) donor and partnerships mapping, in relation to Elrha’s thematic areas and funding sources; (b) research on donors’ strategies and priorities, funding streams and mechanisms, and engagement opportunities; and (c) data analysis and recommendations for short-, medium- and long-term strategic actions and funding targets.

- Lead on designing the roles and responsibilities matrix for implementing the strategy. Ensure Elrha staff become familiar with the Business Development Strategy and their role in its implementation.

- Identify strategic opportunities for building Elrha’s profile with prospective new donors and partners, as well as for maximising existing relationships in view of increasing and diversifying Elrha’s funding structure. Work closely with CEO and Heads of Programmes in materialising these opportunities.

- Clearly and effectively communicate information about Elrha’s expertise, experience and effectiveness to external audiences, particularly to prospective donors and partners.

- Monitor the funding landscape, testing new approaches and adopting best practice strategies.

- Ensure Elrha, as a legal subsidiary of Save the Children UK, follows the relevant fundraising protocols.
Cultivation and Management of Pipeline Opportunities

- Work in close collaboration with and provide support to teams across Elrha in leading and cultivating early conversations with prospective donors, and in transforming them into pipeline opportunities.
- Develop and maintain a list of key donor funding portals and monitor them regularly for new opportunities. Periodically seek out updates on pipeline opportunities that appear to have been stagnant.
- Maintain up-to-date and comprehensive pipelines for upcoming opportunities and proposals, ensuring all relevant funding opportunities are captured and monitored.
- Undertake regular landscape research and analysis for specific opportunities, particularly to include information about donor activities, as well as potential partners for relevant opportunities.
- Maintain up-to-date research on donor priorities, programmes, strategies and initiatives and share findings and recommendations with relevant teams.
- Disseminate within Elrha up-to-date information related to donors’ strategies and funding opportunities to support comprehensive donor engagement and relationship building.
- Offer analysis for specific opportunities to help assess strategic fit and facilitate go/no-go or partnering decisions, including facilitating sessions with programme teams for technical brainstorming, feasibility analysis and success approaches.
- Monitor industry newsletters and social media for relevant updates on donors, partners, and organisations operating in the same funding environment.

Proposal Development and Management

- Develop and lead plans for specific opportunities and oversee their effective implementation, according to Elrha’s procedures. This includes sharing initial assessment of new opportunities, setting the proposal development process, preparing timelines and expected outcomes, ensuring the proposal team adheres to deadlines, ensuring document completion, etc.
- Work with programme teams, and other relevant staff, to lead or support proposal design, including identifying successful approaches in presenting existing programmes to generate programme-based funding, or designing new programmes or activities.
- Serve as editor at large on proposal initiatives. Draft and/or be responsible for writing relevant proposal sections. Contribute to budget development process.
- Lead on coordination, communication and inputs from internal or external stakeholders. Identify partners, consultants, and other proposal development support as needed.
• Provide quality assurance and quality compliance support on proposals. Ensure responsiveness to and compliance with funding documents (calls for proposals, donor requirements etc.).

• Write, update, and organise tailored organisational standard business development materials, such as organisational capability statements, past performance references etc.

• Prepare and maintain a portfolio of generic fundraising materials, including case studies, on Elrha’s programmes, activities and strategy, to be shared with new donors and upstream partners. Working closely with programme and communications teams to capture successful stories and ensuring consistency of messaging.

Systems Development and Management

• Create and maintain Elrha’s business development systems, including proposal development procedures and toolkit, capturing best practices and other processes to ensure effective business development activities.

• Track business development performance and contribute to improving Elrha’s business development strategy and systems, based on lessons learnt.

• Establish process, information and knowledge management systems for the collection and internal sharing of key donor intelligence, including partnership plans, funding landscape information, partner and donor data, etc.

General

• A commitment to Elrha’s vision, mission, principles and approach.

• To perform such other tasks and responsibilities as may be required from time to time in order to ensure the smooth running of Elrha.

WORKING CONTACTS

Internal

• All teams in Elrha.

External

• Donors and partners, research councils, universities, and humanitarian organisations.

• Save the Children UK and other Save the Children members.
PERSON SPECIFICATION

ESSENTIAL

Qualifications and experience

- Experience in working with a diverse range of donors and upstream partners (governments, multi-lateral institutions, trust & foundations, corporates), and excellent understanding of their strategies, funding models and organisational requirements.
- Strong track record in proposal development and management, including budgeting.
- Experience of developing fundraising and business development strategies, and in delivering against their objectives and targets.
- Experience and track record in leading, cultivating, soliciting and stewarding relationships with different types of donors, including governments, multi-lateral institutions, trust & foundations and corporates; as well as with peer organisations in consortium frameworks.

Skills and abilities

- Strong oral and written communication skills in English.
- Proven organisational skills with the ability to multitask, establish priorities and meet deadlines and targets. Excellent attention to detail.
- Proven capacity to work independently and proactively in delivering new ideas, solutions and results.
- Flexibility and ability to work under pressure in a deadline-driven environment.
- Proven analytical skills.
- Proven ability to clearly and effectively provide support and collaborate with staff across teams and functions, with staff working in different locations, including as team leader for proposals.
- Strong inter-personal and influencing skills. Ability to effectively manage a variety of relationships.

Other

- Understanding of the humanitarian context and its current challenges/issues within which Elrha works.
- Willingness to travel within the UK and overseas as required to achieve the purpose of this role.
DESIRABLE

- First-hand knowledge of funding environment and donors with an interest in research and innovation.
- Understanding of research and innovation approaches.
- Financial acumen and the ability to interpret and analyse financial data.
- Experience preparing bids for commercial tenders (FCDO, USAID, World Bank etc.)
- Established business development networks.
- Knowledge of other languages (Arabic, Spanish, French)

**Child Protection level**

Level 1 - the responsibilities of the post do not require you to have contact with children or young people.

*We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of vetting checks including a criminal records disclosure.*