



**Title:** Global Business Development Manager - Asia Programs  
**Department:** Global Business Development  
**Supervisor:** Director, Business Development  
**Status:** Full-time  
**FLSA Status:** Exempt  
**Grade:** 3 (\$50,000 - 60,000 Annually)  
**Anticipated Start Date:** November 2021  
**Location:** Must have right to work in Cambodia, Bangladesh, Vietnam, Nepal, or USA (HQ in Denver, Colorado) Other possible locations: California, Illinois, Maryland, New Jersey, New York, North Carolina, Pennsylvania, Utah, Virginia, Washington D.C.)

iDE is a non-government organization dedicated to powering entrepreneurs to end poverty. Headquartered in Denver, Colorado, our global work within agriculture, sanitation, and gender equality, stands out in the international development sector because we don't simply hand out money or supplies. Instead, we believe in powering small-scale entrepreneurs and building robust market ecosystems that are financially competitive, resilient to changing climates, and inclusive of marginalized people. Given access to simple technology, market links and microfinance, iDE has demonstrated that entrepreneurs can lift themselves out of poverty and become change agents in their communities. Founded in 1982, and with operations in 10 developing countries, iDE has made an impact in the lives of more than 35 million people, providing access to markets, boosting incomes and improving wellbeing. By listening to every stakeholder—producers, suppliers, retailers and customers—iDE designs programs that overcome critical bottlenecks and develop lasting solutions. We employ over 1,200 staff globally, 96 percent of whom are nationals or field based. Our 2021 budget of \$28.1 million includes funding from nearly 40 institutional donors, including USAID, SIDA, GAC, Unicef, DFAT, MFAT, EU, and SDC.

iDE's Global Business Development (GBD) Department facilitates smart growth that builds country programs and drives smart implementation that ensures iDE's mission is achieved. GBD leads in securing funding to grow the organization as a whole. Specifically, GBD leads efforts to secure funds from bilateral government development agencies and multilateral development agencies. Additionally, GBD supports and/or leads proposals to foundations and corporate partners. GBD builds relationships with key donors and partners, coordinates proposal processes including facilitating the design of new programs, and supports the dissemination of project information throughout the organization.

### **Who we are looking for**

We are looking for someone aligned with iDE's ethos. Someone who is a creative and engaged team player. Someone who is detail oriented and can see proposals through from the design stage through submission. We need a skilled communicator able to interact cross-culturally as well as across multiple departments. S/he should be an organized go-getter and quick learner.



## Duties and Responsibilities

- Serve as the primary point of contact for several country offices regarding all funding opportunities in each country's pipeline, including:
  - Track, review, summarize, and circulate new funding opportunities.
  - Manage the Go/No-Go decision process
  - Update Salesforce regularly to ensure accurate and reliable information.
  - Maintain regular communication channels with country teams.
- Play various proposal roles, including:
  - Coordinate proposals, including guiding proposal processes with a commitment to quality, managing adherence to internal deadlines, facilitating proposal kick off meetings across multiple time zones, ensuring proposal role assignments are clear, keeping proposal teams updated appropriately. coordinating with partners, and interacting with donors as needed.
  - Facilitate and conduct budget reviews.
  - Contribute written inputs to proposals, including preparing CVs and past performance references.
  - Serve as Lead Writer on certain proposals.
  - Facilitate project design, preparation of logframes, proposal budgets, etc.
  - Edit and format.
- Provide strategic pre-positioning support, including:
  - Conduct donor deep dives.
  - Conduct partner/competitor landscape analyses for specific bids.
  - Provide strategic pre-bid research.
  - Support with developing presentations and written materials that highlight iDE's relevant experience and strengths.
  - Serve as a partner relationship manager for several key partners.
- Support with various communication and knowledge management needs, including:
  - Support with development of country office or global communication materials, including capability statements, past performance references, and presentations.
  - Improve easy access to proposal, project, and administrative boilerplate information for country and HQ staff.
  - Support collection of farmer success stories in the field.
  - Translate documents (if applicable)
- Represent iDE at conferences.
- Ability to have substantive technical and budgeting conversations during partner meetings.
- Support with preparation of Board materials.
- Other duties as assigned.

## Qualifications:

- Fluent in English. Fluency in foreign language a plus (Khmer, Nepali, Vietnamese, Bengali).
- Excellent writing, editing and formatting skills. Strong technical writing ability a plus
- Project design experience and understanding of monitoring and evaluation preferred.
- Experience designing project budgets preferred.
- BA/BS in international development, business, engineering, social sciences, agriculture, or a related field, or equivalent experience.



- 4-8 years of relevant experience with multilateral and bilateral proposal processes required.
- Skilled in MS Word, Excel, PowerPoint, Google Suite.
- Self-motivated and able to work with minimal guidance.
- Highly organized and capable of multitasking.
- Experience working in fast-paced environments.
- Ability to consistently meet deadlines.
- Detail-oriented.
- Excellent problem-solving skills.
- Can-do attitude and flexibility.
- Skilled facilitator with excellent verbal, intercultural and interpersonal communication skills.
- Strong team skills and ability to work collaboratively with culturally diverse team members in a multilingual environment.
- Enthusiastic with a sincere interest in the goals of the organization.
- Experience living and/working overseas in a developing country is preferred.

**Requirements:**

- A valid passport is required at all times.
- The role may require field travel and will involve some work on evenings and weekends.

**Diversity Statement:**

iDE takes pride in our talented and diverse workforce. Minorities, women, and individuals with disabilities are encouraged to apply. Hiring, promotion, and compensation of employees are conducted without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.