BUSINESS DEVELOPMENT
CONSULTANT

TERMS OF REFERENCE

Background

IYAFP is a trailblazer in the field of SRHRJ. As one of few global organizations that exist for young people, entirely led by young people, we play a strategic role in elevating the voices of young people. We leverage youth energy, creativity and expertise to improve advocacy and set a fully youth-led agenda. Our values-driven community and geographic diversity position us as a coordinating mechanism for global movement-building in SRHRJ. The basis of our work lies in the fundamental human right of all young people to access their SRHRJ.

Scope of Work

The Business Development Consultant is principally responsible for raising revenue and expanding business opportunities that allow the organization to achieve and sustain its mission. The consultant achieves these goals by creating and executing an ethical strategy to: a) expand existing funding relationships and b) identify and secure opportunities with new business partners through grants, pilots, business service contracts and/or private-pay services.

Objectives

1. Provide leadership for the implementation of IYAFP’s Fundraising and Sustainability Strategy.
2. Expand existing funding relationships.
3. Identify and secure funding opportunities with new partners and take responsibility for putting together winning bids and proposals for achieving growth in collaboration with the Executive Team.
Duties and responsibilities

1. Business Development

   a. To lead on new business development, bid writing, financial proposals, presentations and partners contact.
   b. To manage all specialist bid inputs from individuals across the organization providing relevant bid information clearly setting out expectations and timeframes.
   c. To undertake bid reviews and evaluations after all bidding processes regardless of the outcome in order to improve subsequent performance.
   d. To work closely with the Executive Director on new contract mobilization ensuring bid commitments and partner expectations are understood.
   e. To attend regular meetings with partners supporting the Directors and Executive Director in feedback performance against agreed objectives.
   f. To identify new and innovative funding streams that could enhance the organization either financially or by improving our social return on investment.
   g. To represent IYAFP when needed, and ensure partner objectives are achieved.
   h. To develop and regularly update a comprehensive business development plan, with targeted goals, objectives, methods, quantifiable outcomes and timelines to achieve sustainability and annual budget goals.
   i. To develop program sustainability strategies to ensure the financial viability of programs and projects.
   j. To support contract negotiations.

2. General

   a. To attend regular meetings with the Executive Director and other members of the Executive Team. The position is likely to require occasional attendance at evening and weekend meetings and events. The postholder will be expected to attend whenever reasonably practicable.
   b. To contribute positively to the effectiveness and efficiency of the teams in which they work.
   c. To undertake other duties as needed which are commensurate with the role, including project work, internal job rotation and absence cover.
   d. To uphold IYAFP values by positively promoting and representing IYAFP.

Reporting

This consultant will report to the Executive Director.

Timeline

The timeline for services will cover from September until the end of November 2021.
Benefits

- Remote work
- Mostly flexible hours
- Paid position

Qualifications

Essential

- Bachelor’s degree in business, public administration, nonprofit management or other related field or substantial commensurate experience in similar roles in this field.
- Minimum of three years of fundraising/development experience in the health, human rights, youth or SRHRJ fields.
- Knowledge of Sexual and Reproductive Health, Rights, and Justice.
- Experience working or volunteering with youth-led organizations.
- Ability to be highly transparent and communicative.
- Ability to work remotely and independently on deliverables with little direct supervision.
- Ability to promptly respond to all forms of online communication.
- Youth (under the age of 30).
- Demonstrated success leading business strategy development, business-to-business partnering and organizational fundraising in the fields of health, human rights, youth or SRHRJ.
- Experience with building relationships and contract negotiations.
- Expertise in networking, marketing and targeted influencer identification and outreach.
- Fluent in English, with excellent oral and written communication skills, and the ability to communicate information in a clear and concise manner.
- Strong interpersonal skills, including the demonstrated ability to work effectively with members of organizational boards, colleagues, business partners, prospects and community stakeholders.
- Ability to assess motivations and desires in others, create empathy and identify commonalities and a shared vision.
- Proficiency in Microsoft Office programs, including Word, Excel, Skype and PowerPoint, and other project management software.

Desired

- Fluency in French and/or Spanish.
- Experience with CRM management systems.
- Experience in researching and report writing.
Competencies

- Adaptability
- Initiative
- Resource mobilization
- Relationship management
- Persuasion

How to Apply

Complete the assignments and apply here: Assignments

For any questions, please contact ajarandilla[at]iyafp.org