



JOB ADVERTISEMENT

MANAGER, BUSINESS

Full-time staff position based in Washington D.C.

May 2022



Introducing Integrity

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the programme and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 60 deliver multi-year projects, programmes and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

Vision: Integrity sets the international standard for ethically delivered, expert services in complex and challenging contexts. Our work helps create stability, accountability and prosperity.

Mission: Based on evidence and learning, we help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate: we listen, comprehend and recommend.

Commitment: Integrity upholds the highest ethical standards in our service delivery, our employment of staff and our interaction with people. Through adherence to our core values, we ensure not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work.

Further information about Integrity can be found at www.integrityglobal.com.

Scope of Work

The Business Manager will be a management role at Integrity, based out of the Washington DC office. The Manager will be providing internal and external management of Integrity's business development, account management, consultant management, and marketing and communications. They will play a key role in driving new bids and proposals, expanding our network of experts and consultants, liaising with a range of partners, clients and sub-contractors and growing Integrity's brand and public persona.

You will work closely with our VP, Delivery and Senior Business Manager in the DC office to oversee a growing pipeline that includes several prime, multi-year projects across the world. These include USAID MEL platforms, research projects, M&E assignments on implementation programs and work for other donors including DoS and the World Bank.

Terms of Reference

The Manager, Business role requires a mature, reactive, and energetic individual with strong proposal-writing, negotiation and people skills. The right individual would combine the drive to compete for and win large-scale contracts with the emotional intelligence required to work across different teams, geographies and cultures.

A. Business Development (70%)

- Support the growth and management of the USG and US based donor BD pipeline, in line with global and regional strategies, that enables us to deliver US office financial targets on a quarterly basis.
- Track BD forecasts and support company-wide prepositioning including executing capture planning and trips, competitor mapping, consortium selection, brand and messaging, staffing, and financials.
- Serve as proposal manager on proposals from pre-positioning through to submission and handover to delivery teams, including supporting on bid strategy and the development of win themes, and leading on:
 - Bid management – development of bid plans and leadership of bid teams
 - Capture planning and trips
 - Consortium mapping and selection
 - Staffing
 - Proposal writing
 - Compliance
 - Handover to delivery teams, including consortium and team communications
- Support the continuing development of Integrity's cost proposals through cost based research and inputs.
- Support development of best-of-sector proposal processes including pre-positioning, thought-leadership, client-outreach, competitor mapping, consortium selection, technical and commercial submissions, and staffing.
- Input into the company-wide identification, recruitment, and relationship-management of best-of-sector project consultants, including dynamic and responsive teaming processes on key proposals.

B. Account Management (20%)

- Coordinate and support key client accounts in the US and globally through communications and relationship building working closely with Integrity's teams in London, MENA and other geographies, in line with Integrity's account management strategy.
- Likewise, coordinate and support key client accounts globally through working closely with the Regional and Country Heads and Country Offices.
- Represent Integrity at early market engagement and other external meetings as required, asking relevant questions, networking, sourcing reference points and wider expertise in the sector.

C. Corporate Support and Management (10%)

- Support the production of corporate marketing materials, including news items for the Integrity website and social media channels.
- Compile and update relevant track records for use in Business Development and corporate marketing materials.
- Line manage select junior Integrity staff.

Your Experience and Expertise

You will have:

- A Bachelor's or Master's degree in relevant social sciences field.
- Minimum 5 years' experience with Bachelor's degree or 3 years with Master's degree, including two years' experience in bid management and/or writing for USG donors.
- A practical understanding of proposal and bid development processes, including drafting and coordinating inputs.
- Experience managing bids for major US donors, including USAID and the State Department.
- Experience developing or supporting the development of cost proposals.
- Hands on experience building successful consortia and facilitating negotiations.
- A confident and experienced approach to representing organisations with strong brand interests.
- Experience coordinating staff and consultants across international teams.
- A developed network of key industry contacts.
- A willingness and ability to travel at least 10% of the time.

It is **desirable** that you will also have:

- Experience working in MENA, East and Central Africa, Asia.
- MEL experience in the international development or consultancy sectors.

Languages:

- Written and oral fluency in English, with the ability to write clear and compelling narrative.
- Proficiency in an additional language ideally Arabic, French, or Swahili.

Competencies

The candidate will have:

- A diplomatic and personable approach to developing and managing relationships and representing the Integrity brand.
- A considered, methodical, and intelligent approach to critically evaluating terms of reference and developing winning proposals.

- The ability to work under pressure and to tight deadlines with flexibility, efficiency and good nature.
- An ethical approach, personal integrity and a strong sense of self.

Core Competencies

You should also demonstrate the following core competencies:

Level 1: Team competencies	Level 2-4: Management competencies
<ul style="list-style-type: none">• Ethics• Leadership• Planning and Organising• Development and Continual Learning• Results Focus and Initiative• Teamwork• Customer Orientation• Communication• Managing Change	<ul style="list-style-type: none">• Analytical and Flexible Thinking• Achievement Focus• Managing Resources• Teamwork and Team Leadership• Customer Orientation• Influencing• Organisational Knowledge• Organisational Alignment• Strategic Thinking• Accountability• Developing Talent

How to Apply

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply and attach a CV and Cover Letter at the bottom of your application.

The closing date for applications is **20th June 2022**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

Candidates must have the right to work in the US.

Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by US data protection laws.