



JOB ADVERTISEMENT

VICE PRESIDENT, BUSINESS DEVELOPMENT

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

August 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 role offers an experienced development sector professional the chance to support Integrity's continued growth by leading on the implementation of our US Business Development strategy, developing key client relationships and building winning teams and bids.

You will work closely with our CEO, VP Delivery and Senior BD Manager in the DC office, and Head of BD in the UK to oversee the development and implementation of our US BD strategy and a growing project pipeline that includes several prime, multi-year projects across the world. The role will report direct to Integrity's CEO while managing relevant team members as required. The position is US-based with international travel.

Terms of Reference

The VP, BD role requires an experienced, proactive, and energetic individual with strong leadership, management, proposal management, 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%)

- Oversee the development and implementation of the US BD strategy, including analysis of client preferences and technical sector trends to advise on strategic positioning.
- Grow and manage a USG and US based donor BD pipeline, in line with global and regional strategies, that enables us to deliver company-wide financial targets on a quarterly basis.
- Oversee the development and implementation of best-of-sector proposal processes including pre-positioning, thought-leadership, client-outreach, competitor mapping, consortium selection, technical and commercial submissions, staffing, and project handover upon award.
- Oversee lessons learning and failure / success analysis to evolve and improve our win rate and the technical and commercial suitability of our proposals.
- Lead and coordinate the resourcing of proposal teams; oversee the approach and design of bids and serve as a reviewer for all strategic bids. Sponsor select high priority or top target bids.
- Oversee the company-wide identification, recruitment, and relationship-management of best-of-sector consultants, including dynamic and responsive teaming processes on key proposals.
- Ensure compliance on all proposal submissions for the company.
- Represent Integrity at strategic business development, technical sector, or industry events and conferences.

B. Account Management (20%)

Oversee the implementation and coordination of the account management strategy, supporting:

- Prioritization of key and strategic accounts within USAID and other relevant USG or US based accounts.
- Mapping of key accounts and the creation of in-depth account profiles.
- Development of individual account strategies as required.
- And actively engage accounts in order to build pipeline and enhance the winnability of our bids.

C. Staff Management (10%)

- Line manage select Integrity staff and/or corporate consultants.
- Work with colleagues under line management, and all BD staff, to develop their careers, contributing to professional advancement, job satisfaction and personnel retention.

Your Experience and Expertise

You will have:

- A Bachelor or Master's degree in international development, international relations, business administration or a related discipline.
- 15+ years' experience in business development and other relevant fields, including 10 years of experience managing complex US government proposals.
- Demonstrated experience in winning and contracting large projects/programs with major US donors, including USAID and the State Department.
- Extensive experience leading BD teams and serving in multiple proposal roles, including capture and proposal manager, technical writer, and reviewer. Excellent writing, editing and communication skills. Ability to produce clear, compelling, motivating communications and to learn new audiences quickly.
- Demonstrated experience managing a diverse client base and donor pipeline.
- Demonstrated experience working with international teams in different locations to successfully deliver bids.
- Strong proficiency with Word, Excel, and PowerPoint.
- An excellent ability to communicate, work in a team, and collaborate with individuals with diverse technical backgrounds and with external stakeholders including government entities and international agencies.

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

- An understanding and experience of working with Foundations (GATES, HP, Rockefeller etc).
- MEL experience in the international development or consultancy sectors.
- Experience in fragile and conflict affected environments.

Languages:

- Written and oral fluency in English, with the ability to write clear and compelling narrative.
- Fluency in languages outside of English.

Competencies

The candidate will have:

- Sound financial fluency.
- A diplomatic and personable approach to developing and managing relationships and representing the Integrity brand.
- A trusting and empowering approach to mentoring and managing team members.
- 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.

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 <http://www.integrityglobal.com/apply-s1/> and attach a CV and Cover Letter at the bottom of your application.

The closing date for applications is **31st August 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.