



JOB ADVERTISEMENT

SENIOR MANAGER, BUSINESS

Full-time staff position based in Washington D.C. with international travel.

October 2021



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 ten complementary services: programme and project management / monitoring, evaluation and learning / research, evidence and analysis / stakeholder engagement / capability and capacity development / risk management / data and knowledge management / communications / technical assistance / 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 deliver a diverse and global portfolio of projects for a range of government clients and international institutions including DFID, USAID, the FCO, US State Department and the World Bank.

Vision: Integrity sets the international standard for ethically delivered, expert services in conflict, post-conflict and fragile contexts. We transform conflict and build stability, accountability and prosperity.

Mission: 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: We uphold the highest ethical standards in our service delivery, our employment of staff and our interaction with people. This ensures 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 our response to priority bids, developing key client relationships and building winning teams and consortia.

You will work closely with our Head of Programs in the DC office to oversee a growing project pipeline that includes several prime, multi-year projects across the world. The role will report direct to Integrity's Head of Business Development while managing relevant team members as required. The position is US-based with international travel.

Terms of Reference

The Senior 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%)

- Manage the business development (BD) process for Integrity's US office in line with Integrity's corporate BD strategy as part of the Business team and in close consultation with Integrity's other teams, Services, Operations and Corporate.
- 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.
- Manage bids from pre-positioning through to submission and handover to delivery teams, leading on:
 - Bid strategy – development of win themes and contribution to internal resource allocation
 - Bid management – development of bid plans and leadership of bid teams
 - Capture planning and trips
 - Consortium mapping and selection
 - Staffing
 - Proposal writing
 - Cost Proposals
 - Compliance
 - Handover to delivery teams, including consortium and team communications
- 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.
- Oversee lessons learning and failure / success analysis to evolve and improve our win rate and the technical and commercial suitability of our proposals.
- Serve as the Primary point of contact with USAID on our Eval ME II IDIQ and others as needed and possible.
- Support the development and execution of the business development strategy, including working with our regional offices to build tailored strategies aimed at growing our USAID market share and position in the market.
- 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.
- Input in the development, capture and use of regional and national consultant databases.

B. Account Management (20%)

- Assist in the implementation and coordination of the account management strategy, supporting:
 - Prioritization of key and strategic accounts within USAID.

- Mapping of key accounts and the creation of in-depth account profiles.
- Development of individual account strategies as required.
- Actively engage accounts in order to build pipeline and enhance the winnability of our bids.

C. Staff Management (10%)

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

Your Experience and Expertise

The Senior Manager, Business will have:

- A degree or Master's in international development, international relations, business administration or a related discipline.
- 7+ years' experience in business development and other relevant fields, including 5 years of experience managing complex US government proposals.
- Demonstrated experience in winning and contracting large projects/programs with major US donors, including USAID and/or State Department.
- Experience developing or supporting the development of cost proposals.
- 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.
- 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.
- Written and oral fluency in English, with the ability to write clear and compelling narrative.

It is desirable that the Senior Manager, Business will also have:

- Understanding and experience of working with Foundations (GATES, HP, Rockefeller etc.).
- MEL experience in the international development or consultancy sectors.

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.

The candidate 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 **10th December 2021**. 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.