



## Plan International Liberia Job Announcement (1Position)

**Staff-308-05-2018- Business Development Coordinator**

**The vacancy is opened to Internal and External candidates.**

Plan International is a leading girls and children's rights organization. **Plan strives for a just world that advances children's rights and equality for girls. We motivate our people and partners to:**

- empower children, young people and communities to make vital changes that tackle the root causes of discrimination against girls, exclusion and vulnerability
- drive change in practice and policy at local, national and global levels through our reach, experience and knowledge of the realities children face
- work with children and communities to prepare for and respond to crises, and to overcome adversity
- support the safe and successful progression of children from birth to adulthood

Plan operates in 77 countries around the world. It brings its support to millions of children, their families and communities, mainly in Africa, Asia, Middle East, and South America. It implements projects in the Health, Water and Sanitation, Education, Child Protection, Sustainable Livelihood, and cross-cultural communication. Child sponsorship forms the basis of our work with children. Worth to mention, Plan International global ambition is to support 100 million girls learn, lead, decide and thrive!

As part of its commitment to support Plan International Federation reach 100 million girls so to learn, lead, decide and Thrive, Currently Plan International Liberia is developing a new country strategy which will focus on reaching 1.4 million girls and children all over the country and with a strong commitment to work with all partners at various levels to put an end to early marriage and Female Genital mutilation (FGM)!

Moreover, Plan International Liberia is committed to ensure that Child Protection and Gender transformative practices are key integral part of all its work including the organizational structure and staffing. Accordingly, women are strongly encouraged to apply for this post!

**We are currently seeking to recruit for Plan International Liberia program:-**

**Title:** Business Development Coordinator  
**Location:** Monrovia  
**Status:** National Post (Fixed Term)  
**Department:** Business Development Unit  
**Reports to:** Business Development Manager

### **Summary of the position:**

The Business Development Coordinator (BDC) will work under the direct supervision of the Business Development Manager to identify funding opportunities for Plan International Liberia and in line with the approved country strategy. (S) he will be also accountable for writing successful grant proposals in coordination with program team at the CO and field levels, strengthening the linkages with local donors and national offices.

As part of the Business Development Unit (BDU), the Business Development Coordinator will be also needed to support the achievement of country fundraising targets and increasing the funding portfolio, while assisting senior management Team at the Country Office to develop a strong professional image

with the different donors. In addition, the (BDC) will be accountable for direct communication with the National Offices and donors who are funding specific projects for Plan International Liberia.

### **Roles and Responsibilities:**

- Coordinate with the relevant NOs and donors in ensuring that their grant-funded projects are implemented with quality and as per the approved project proposals.
- Ensure that the relevant queries from the NOs and donors are responded to with the maximum level of quality and they are kept updated on the progress of these projects.
- Assist in developing resource mobilization strategy for Plan International Liberia.
- Ensure development of regular reports and analysis of the implementation plans, mapping between program priorities and donor opportunities, funding analysis, etc. to be used by management for tracking progress against the targets, review and decision making.
- Actively identify funding opportunities and develop grant proposals in collaboration with the program team and in line with agreed organizational procedures relevant departments and units within Plan International Liberia and National Offices.
- Ensure that all categories of program costs are taken into account at the conceptualization and submission stage of grant preparation.
- Monitor, analyze and consolidate relevant grant information and disseminate where relevant within Plan International Liberia.
- Assist in producing and regularly updating a comprehensive mapping of all donor opportunities (by sector and geography) in Liberia.
- Upon delegation from the management of Plan International Liberia, act as a representative on grant acquisition matters, representing the interests of Plan International Liberia to National Offices, donor organizations and other stakeholders.
- Assist in developing and maintaining a strong and professional image of Plan International Liberia among relevant donors.
- Co-ordinate with the Business Development Manager and HROD manager to strengthen the capacity of staff and partners in building donor relations, generating resources (technical, funding, material) and managing/reporting on grant-funded programs and projects as well as some key skills such as proposals and report writing.
- Coordinate all the grant-related issues on SAP ensuring donor's compliance and corporate requirements are fulfilled with quality.
- Lead the preparations of the donor's visits to Plan International Liberia ensuring that the agreed on objectives are met.

### **Others:**

- Ensures that Plan International's global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International's Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

### **Minimum Qualifications, Skills and Experience**

#### **Essential**

- Master's Degree in relevant field
- Five years of professional experience of which at least three should have been spent in a resource mobilisation in the development sector.

- Demonstrated track record of writing project proposals and obtaining grant funding for development projects from institutional donors.
- Experience in coaching, training and facilitation
- Experience in identifying and developing fund raising opportunities
- Experience of working with children and communities and managing child-related program and projects would be an advantage

#### **Knowledge and skills:**

- Demonstrable knowledge as a result of study, training or practical experience on grants acquisition;
- Knowledge of the various donors interests, priorities and requirements;
- Excellent English oral and written communication skills
- Advanced negotiating skills
- Proven strategic relationship management skills
- Conceptual and analytical skills
- Planning and monitoring
- Coaching, mentoring, training and facilitation skills
- High level of computer proficiency.

#### **Behaviours**

- Ability to maintain strategic vision and link with everyday work
- Clear and effective communication that builds relationships in order to influence others
- Proactive, demonstrates record of creativity and entrepreneurship
- Accountability and responsibility for own performance
- Promotes team work and cooperation
- Demonstrate high degree of professionalism and integrity
- Confident in taking initiative and exploring new opportunities
- Assertiveness and shows cultural sensitivity

#### **Behaviours (Plan International's values in practice)**

##### ***We are open and accountable***

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organisation for all children, girls & young people.

##### ***We strive for lasting impact***

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

##### ***We work well together***

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

***We are inclusive and empowering***

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives.

**Applications:**

**Last date for submission of Application (CV and cover letter) is: 10<sup>th</sup> June, 2018 by 4:30 pm**

Interested candidates need to send their updated CV and a cover letter (**maximum 1 page**) to [liberia.recruitment@plan-international.org](mailto:liberia.recruitment@plan-international.org) on or before the closing date mentioned above. Subject line of submission mails will only bear the indication: ***Application for LBR- Business Development Coordinator.***

Only short-listed candidates shall be contacted. References will be taken and background and anti-terrorism checks will be carried out in conformity with Plans Child and Youth Safeguarding Policy, Fraud, Code of Conduct, Harassment, Discrimination and Bullying Policy. **Plan follows an equal opportunity policy and actively encourages diversity welcoming applications from all especially women and people living with disability.**