

# Job Description

## Regional Business Development Manager, Southern Africa

Permanent



WaterAid/ Dennis Lupenga



WaterAid/ Collins Mwinde



WaterAid/ Chibe Howcroft



**WaterAid**

# We are WaterAid



**Our vision** is a world where everyone everywhere has access to safe water, sanitation and hygiene.

## Our mission

Transform lives through sustainable and safe water, sanitation and hygiene.

**Our values** define our culture and unite us across the many countries in which we work. They are at the very heart of WaterAid - who we are, what we do and how we do it.

**Respect.** We treat everyone with dignity and respect and champion the rights and contribution of all to achieve a fairer world.

**Accountability.** We are accountable to those whose lives we hope to see transformed, to those we work with and to those who support us.

**Courage.** We are bold and inspiring in our actions and words, and uncompromising in our determination to pursue our mission.

**Collaboration.** We work with others to maximise our impact, respecting diversity and difference in the pursuit of common goals.

**Innovation.** We are creative and agile, always learning, and prepared to take risks to accelerate change.

**Integrity.** We act with honesty and conviction and our actions are consistent with openness, equality and human rights.





WaterAid is an international not-for-profit, determined to make clean water, decent toilets and good hygiene normal for everyone, everywhere within a generation.

Since we started in 1981, we've remained resolutely focused on tackling these three essentials that transform people's lives

Without all three, people can't live dignified, healthy lives. With all three, they can unlock their potential, break free from poverty, and change their lives for good. Children grow up healthy and strong, women and men get to earn a living, whole communities start to thrive.

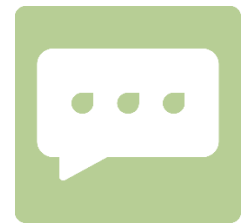
WaterAid is fully committed to protecting those with whom it comes into contact. WaterAid is committed to ensuring that wherever we work in the world there is no tolerance for the abuse of power, privilege or trust. WaterAid reinforces a culture of zero tolerance towards any form of inappropriate behaviour, discrimination, abuse, bullying, harassment, or exploitation of any kind. The safeguarding of the communities in which we work, our staff, volunteers and anyone working on our behalf, is our top priority, and we take our responsibilities extremely seriously. We are passionately committed to WaterAid being an organisation where everyone is welcome, respected, included and empowered to be their best. We represent and celebrate the diversity of our staff, partners and everyone with whom we work to create a culture where everyone can reach their full potential. All staff and volunteers are required to share in this commitment through our Global Code of Conduct.

We will conduct the most appropriate pre-employment references and checks to ensure high standards are maintained.

WaterAid will carry out disclosure checks for roles that involve direct contact with children and vulnerable adults. Applicants are required to provide details of convictions that, in other circumstances, would be considered spent. For more information about safeguarding at WaterAid, please visit our safeguarding webpage at: <https://www.wateraid.org/uk/safeguarding-at-wateraid>



# About the role



<b>Job Title</b>	Regional Business Development Manager, Southern Africa
<b>Reports to:</b>	Regional Director, Southern Africa
<b>Location:</b>	Based in Pretoria or any of the cities where WaterAid has presence in the region
<b>Pay band:</b>	Grade G
<b>Contract type:</b>	Full-time
<b>Key Relationships</b>	Country Directors (in Malawi, Zambia, Madagascar and Mozambique), Country Programme Heads of Funding, Senior Regional Team members, Fundraising teams in the UK and WaterAid affiliate members, Donor and other partner representatives in Southern Africa
<b>Travel:</b>	Willingness to travel across region and internationally, and medically fit to do so.

## Job purpose

The Regional Business Development Manager is a central part of the Southern Africa Regional team and will play a key role in helping to expand WaterAid's funding portfolio as well as building regional intelligence, positioning WaterAid's work in our key thematic areas (such as health and climate), and proposal development. The role will partner with country teams in the region, fundraising specialists, and technical experts across WaterAid as well as externally with donors and partners to develop a multi-year pipeline of opportunities and implementing a strategy for business development. This will focus on ensuring WaterAid is well positioned within key donor and consortium partner networks in the region as a "go to" partner for long term sustainable WASH programming.

Playing a key internal role, the Regional Business Development Manager monitors, shapes and highlights country funding needs to WaterAid federation members, facilitating funding flows to countries. The post holder supports a team of Heads of Funding in country programmes to build a portfolio of donor and consortium partnerships, working alongside the Regional Director and Country Directors to ensure country programmes are fully funded to deliver on their strategies.

The postholder will be a strategic thinker, who is able to challenge and mentor country funding teams to appraise opportunities critically and to produce consistent, compelling proposals and funding strategies; and to deliver on targets.

## Team description

The Southern Africa Region comprises 4 established Country Programmes in Zambia, Mozambique, Madagascar and Malawi. The Southern Africa Regional Office (SARO) is based in Pretoria where most members of the Regional Team (RT) are located with some staff located across the region.

The Regional Team is accountable for providing strategic leadership and management of Country Programme Teams to successfully deliver their country strategies. It is also responsible for championing WASH as a key priority and developing WaterAid's footprint in the region.

## Accountabilities



### 1. [Strategy](#)

- Support country programmes in developing fundraising, donor and consortium partner strategies from a deep understanding of how to position WA's programmes within the current donor marketplace
- Provide up-to-date information and propositions to federation members that enables them to engage with and champion country strategic funding needs
- Contribute to overall new business strategy in collaboration with country teams, Senior Program Development Manager and Regional Director, assessing regional performance against Key Performance Indicators and annual revenue targets.

### 2. [Pipeline development and management](#)

- Be responsible for growing and monitoring the pipeline of relevant funding opportunities to WA country programmes, coordinating with fundraising members to communicating donor intelligence, ensuring a balanced portfolio of funding types and ambition
- Work closely with colleagues across the International Programmes Department (IPD) to facilitate the design, shaping and development of ambitious funding propositions to take to donors.
- Support CPs to bring donor perspectives and ensure donor expectations are addressed during monitoring, reporting and compliance.
- Provide strategic support to the sign on of larger funding opportunities, ensuring that WA country teams are supported to negotiate favourable positions within consortia and are able to effectively assess and mitigate for delivery risk
- Lead on building, maintaining and tracking relationships with donors and key institutions including key suppliers.
- Champion a rigorous bid/no bid process, ensuring the Business Development and CPs provide a thorough and realistic analysis of both risk and opportunity.
- Support the improvement of cost recovery in restricted funding contracts through supporting country teams to communicate and negotiate with donors and holding CPs to account for cost recovery KPIS.

### 3. [Funding skills and capability development](#)

- Monitor the fundraising skills, capabilities and investment levels within country teams, and support the development of both funding focused roles and the capability of country SMTs to engage with donors and develop funding propositions
- Develop a strong internal communications and knowledge sharing strategy, to ensure regional colleagues are aware of and able to access information and resources around donors and partners
- Play a leading role in co-creating and embedding business processes, systems, and policies for restricted funding including regional engagement in the new restricted funding community of practice.
- Build confidence in pursuing different funding modalities, including commercial contracts through accompanying country teams in the development of complex and novel bidding approaches (with the support of global teams and consultants)
- Lead on promotion of the cross country and regional learning and best practices on business development, bid development and contract management.

### 4. [Leadership and Line management](#)

- Responsible for working with a high-performing team of country Heads of Funding and Donor Relationship Leads across the globe. The RBDM will contribute to strategic and operational planning processes; define and deliver an agreed set of team performance targets; and providing guidance, coaching and support in helping peers achieve optimum performance.
- The RBDM will contribute towards establishing the core new business processes of the team and will lead on and ensure effective linkages with other key stakeholders
- Responsible for the matrix management of the Heads of Funding at the country level.
- Identify specialist training needs in the region and source relevant expertise from Programme Funding and Partnerships team (PFP) and other external avenues to address the capacity needs in the region.

## Person specification



### Essential skills

- Master's Degree level qualification in international development, economics or a related discipline, or equivalent work experience.
- Approximately 10 years of experience in planning, securing and managing restricted funds from institutional donors such as USAID, EC, UK Government, International Financial

Institutions such as the WB, AfDB, local and international corporates, trust and foundations such as Bill and Melinda Gates Foundation etc.

- Substantial experience and knowledge of the institutional funding space and a deep understanding of bilateral and multilateral donors' routes to market
- Demonstrable track record of developing and delivering on strategies for restricted income growth
- Solid experience building partnerships to facilitate opportunities in consortium contracting and negotiating the position of WA in those consortia.
- Strategic networker with the ability to identify and transform opportunities into tangible results
- Excellent communication, listening and collaboration skills
- Ability to work in a flexible and agile way to identify opportunities and address challenges
- Ability to work independently, be a pro-active self-starter and instigate new approaches, ways of working and initiatives
- Ability to take complex information and simplify for audiences
- Ability to regularly travel in order to attend external events and meetings and to visit country offices
- Excellent people leadership skills, including the ability to work in a matrix environment, coaching and mentoring staff in remote locations
- Demonstrated ability to work across institutional boundaries, units, and teams in an effective, empowering, and productive way
- Commitment to creating a diverse and inclusive workplace
- Working style that reflects WaterAid's values of Respect, Accountability, Courage, Collaboration, Integrity and Innovation

### **Desirable skills**

- Knowledge of the design or management of multi-stakeholder consortiums
- Understanding of WASH, or climate or health networks and stakeholders

# Our commitments



## Our People Promise

Everything we do is guided by our values. We want everyone to be treated with dignity and respect, and we champion people's rights and contributions to achieve a fairer world. We are passionately committed to being an organisation where everyone is welcome, respected, included and empowered to be their best.

We represent and celebrate the diversity of our staff, partners and everyone that we work with to create a culture where everyone can reach their full potential.

## Equal opportunities

We are an equal opportunity, disability-confident employer and are dedicated to achieving the highest standards of diversity, equity and inclusion. We welcome applications from people of all backgrounds, beliefs, customs, traditions and ways of life. This includes, but is not limited to, race, gender, disability, age, sexual orientation, religion, national or social origin, health status, and economic or social situation.

## Safeguarding

We are also committed to protecting everyone we come into contact with. We have a zero tolerance approach to abuse of power, privilege or trust across our global work, and any form of inappropriate behaviour, discrimination, abuse, bullying, harassment, or exploitation. Safeguarding the people and communities we work with, our staff, volunteers and anyone working on our behalf is our top priority, and we take our responsibilities extremely seriously.

**Wherever you work in WaterAid and whatever job you do, you'll be joining a global network helping people change their own lives with clean water, decent toilets and good hygiene.**