

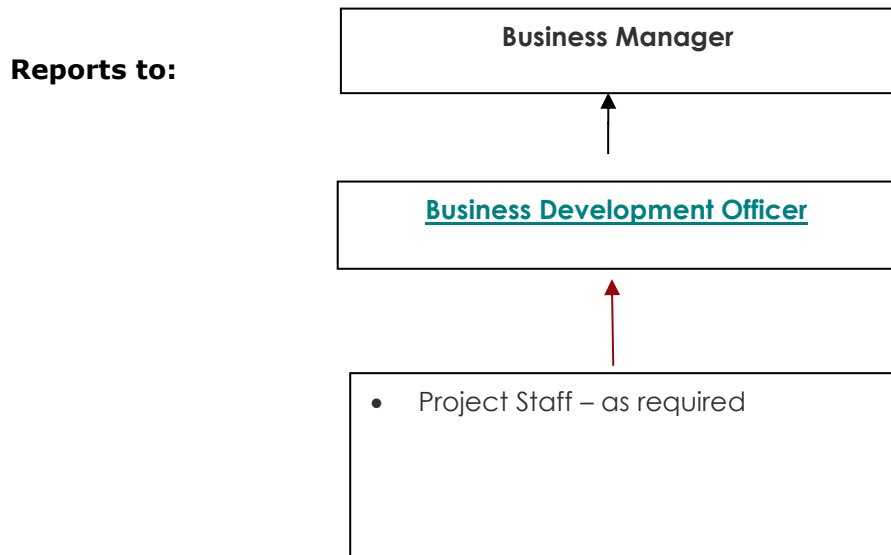
# Job Profile

**Job Title:** Business Development Officer

**Reports to:** Business Manager

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## Reporting Structure:



The Business Development Officer will drive the implementation of the Revenue Growth Plan that supports the EDP's strategy to diversify its funding revenue.

## The job responsibilities include, but are not limited to:

- Compile and maintain a database of local and international donor organisations.
- Conduct online donor research per EDP key focus areas and build relationships with potential donors to raise funds for the EDP.
- Compile, maintain and update a donor strategy.
- Regularly monitor and evaluate relevant donor proposal calls from donor websites and identify and inform Management Team of donor opportunities matching the work of the EDP.
- Prepare funding submissions and ensure timely and compliant submission.
- Assist the Project Leads and Executive team in writing concept notes and project proposals.
- Manage the compilation of joint funding proposals with EDP partners (government, civil society, business, research and academia).
- Provide support for meetings with donors, such as documentation, notes and follow up.

- Provide advice on different donor reporting and governance requirements.
- Build EDP donor care capacity.
- Provide advice on EDP communications with the donor community and provide assistance in organising events where there is potential to build on revenue growth relationships.

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**It is expected that the Business Development Officer has the following key skills and knowledge.**

- A thorough knowledge of the donor environment for non-profit organisations, including philanthropic and development aid donors, and a good understanding of institutional investments trends.
- The ability to work effectively with a diverse range of donors, i.e., corporate, development aid, philanthropy, independent trusts, global institutions, public sector.
- The ability to understand the legal, financial and reporting aspects of donor contract management.
- Ability to work in a collaborative and supportive way.
- To be proactive and results orientated.
- The ability to build constructive relationships.

**Key Performance Areas**

**1. Operational Delivery**

**Planning:**

The Business Development Officer will be required to:

- Develop a revenue growth strategy based on donor intelligence and research.
- Implement the Revenue Growth Plan that supports the EDP's strategy to diversify its revenue generation.
- Work closely with the Executive team to drive this Revenue Growth Plan so that it aligns with the EDP strategy.
- Effectively manage their time so that they can support the Management Team in implementing the Revenue Growth strategy.

**Relationship Management**

The Business Development Officer will be required to:

- Develop positive, collaborative relationships within the EDP team.
- Develop positive, collaborative relationships with potential and existing donors.
- Monitor and evaluate changes in the donor environment that may affect donor relationships.

**Reporting, Communication & Administration:**

The Business Development Officer will be required to:

- Report regularly to the Business Manager and Executive team on progress.
- Liaise effectively with the Business Manager regarding progress.
- Meet deadlines and targets as agreed with the Management Team.
- Communicate effectively with the EDP team in order to understand the content of the projects.
- Work closely with the Project Leads in developing content and concepts notes for proposals. Develop and prepare materials for the board on progress of fund raising.
- Prepare quarterly projection forecasts for increases in revenue.
- Assist the Business Manager in analysing the return on investment.
- Maintain the fundraising dashboard on a monthly basis.
- Assist the Business Manager in developing a sustainable resources model for revenue growth.
- Support and assist on company campaigns and project campaigns.
- Evaluate the success or failures of previous funding applications and establish 'lessons learnt'.
- Ensure that all legal reporting requirements are satisfied.
- Maintain the EDP profiles on supplier databases.

## **Delivery**

The Business Development Officer will be expected to deliver increased, measurable revenue within specified time frames. Targets and milestones will be agreed upon by the Management Team and the Business Development Officer.

Increase EDP non-government revenue by R10m (50% increase) over three years, i.e.:

- June 2023: add R3m.
- June 2024: add R5m.
- June 2025: To be determined by the Board

## **2. Compliance and Governance**

- Establish the necessary policies, procedures and practices to ensure EDP operates ethically and within legislative requirements.
  - Ensure effective risk management, statutory and legal compliance throughout the EDP project operations.
  - Contribute to the EDP's organisational culture, by embracing sustainability, transformation, performance excellence and self-direction.
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## **Key Competencies**

### **EDP Specific Competencies:**

Building competencies of collaborative leadership demonstrated through:

### **Self-awareness → Self-Management → Social Awareness → Relationship Management**

- Understanding and communicating the bigger picture
- Creating a compelling vision that motivates participation and commitment
- Sharing the EDP values
- Working in partnership with diverse organizations
- Fostering a sense of joint ownership and collective responsibility
- Seeing win-win solutions

- Encouraging input and participation
- Translating divergent perspectives
- Embracing diversity

**Role Specific Competencies:**

<p><b>Key Technical Competencies:</b></p> <ul style="list-style-type: none"> <li>• Fundraising competencies</li> <li>• Operational planning and management</li> <li>• Multiple stakeholder engagement</li> <li>• Selling the vision</li> <li>• Competencies of collaborative Leadership</li> <li>• Enterprise development</li> <li>• Community engagement</li> <li>• Economic analysis</li> <li>• Good understanding of on-line engagement tools</li> </ul>	<p><b>Key Behavioural &amp; Leadership Competencies:</b></p> <ul style="list-style-type: none"> <li>• Mobilising, networking, influencing</li> <li>• Negotiating</li> <li>• Conflict resolution</li> <li>• Self managed</li> <li>• Competencies of collaborative leadership and teamwork</li> <li>• Problem solving</li> <li>• Agility</li> </ul>
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**Key Personal Attributes**

- Collaborative leadership - using a values-based approach
- Integrity
- Social conscience
- Commitment and resilience
- Excellence
- Courage
- Translating divergent perspectives
- Inclusiveness
- Embracing Diversity