

BUSINESS DEVELOPMENT COORDINATOR

Health Partners International (HPI) is a dynamic, growing global consultancy that brings practical experience and international expertise to health systems development and associated health sector transformation, particularly in low-income countries. HPI believes that the capacity of health systems to deliver effective care is vital for reducing poverty and achieving the Millennium Development Goals. As part of a growing partnership of independent organisations, HPI is committed to developing effective, accessible and affordable health care.

Reporting to HPI's Business Development Manager, the Business Development Coordinator is a key member of the HPI Business Development team. The Business Development Coordinator will be responsible for supporting the organisation's business development initiatives to advance HPI's strategy, goals and objectives. The Business Development Coordinator will support the Business Development Manager in developing cost strategies for commercial proposals and be responsible for developing project budgets and commercial proposals. She/he will support the Business Development Manager in the development of partnership agreements and sub-contracts.

The position requires a strong interest in and ability to identify and generate new business opportunities, work as a member of a dynamic team and foster strong working relationships with the Business Development team and other parts of the organisation (e.g. project support and finance). This position demands the ability to support senior colleagues and partners through written, interpersonal and presentation skills and the ability to simultaneously address multiple projects and challenges. The postholder will have strong numerical skills and good business acumen.

Specific responsibilities include:

- Support the Business Development Manager in delivering the business development component of HPI's next five year strategy
- Work closely with the Business Development Manager to ensure commercial proposals reflect the technical proposal approach and proposed staffing and adhere to the requirements of the client
- Ensure that costs used in budgets and commercial proposals are competitive and accurately reflect requirements of the local context
- Support and coordinate the development of partnership agreements and contracts
- Ensure a smooth handover of successful projects to HPI's Project Support team
- Work with the Business Development team to ensure that Expressions of Interest, Technical and Commercial Proposals are delivered to a high standard and on time
- Represent the Business Development team as an operational liaison on cross departmental working group

The successful candidate will have:

- A minimum of two years experience in business development, bid coordination and/or commercial/cost proposal development in an international development context
- A track record of submitting commercial/cost proposals to a wide range of clients including DFID, EU, World Bank and USAID
- The ability to design and populate detailed spreadsheets for budgeting purposes
- Excellent written and verbal communication skills, with the ability to negotiate
- Good understanding of the contracting procedures and compliance requirements of a wide range of clients including DFID, EU, World Bank and USAID

Desirable qualities include:

- A good understanding of the international development aid environment and aid instruments
- Fluency in French