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JOB DESCRIPTION

Mozambique Country Office

Position:	Business Development Specialist
Reports to:	Conservation Manager
Supervises:	N/A
Location:	Maputo, Mozambique, with travels in and outside the country

I. BACKGROUND

Mozambique is one of the most biodiverse countries in the world. Critical forest, freshwater and marine land- and seascapes provide important socio-economic benefits to the communities who depend upon them directly, as well as to the national population more broadly. Yet these natural 'assets' are under extreme pressure. WWF Mozambique's (MCO) vision is that *"Natural capital is well maintained and thriving, ensuring sustainable and equitable development for the wellbeing of the people of Mozambique."* This vision is intended to be achieved through three conservation goals spanning wildlife, forestry, freshwater, marine and extractives sectors, with an overarching goal on governance.

WWF plans to support its strategic plan by engaging new and existing institutional donors and strategic partners, acquire new business or resources that deliver on its strategic mandate, and support delivering on outcomes in institutional award agreements in compliance with donor requirements. Consequently, WWF intends to hire a Business Development Specialist who will ensure high-quality support to WWF Country Programs and targeted Landscapes/Seascapes as they pursue strategic funding opportunities with institutional donors. He/she will lead in all dimensions of business development including in the areas of positioning, capture planning, and proposal development. He/she will, on top of displaying a high level of competency in business development and team leadership, also demonstrate an aptitude for strategic thinking, data and trend analysis, process improvement, collaboration and relationship management, and training and capacity building.

II. MAJOR FUNCTIONS

The Business Development Specialist will: (i) lead positioning, capture planning, country program visibility, marketing and communication, and leverage results with institutional donors (government and inter-governmental, foundations, corporations, and others) in support of WWF' mission; and (ii) provide specialized assistance in all dimensions of business development to various conservation sectors and support functions.

III. DUTIES AND RESPONSIBILITIES

- Lead in pursuing strategic funding opportunities including through positioning, capture planning, proposal preparation and coordination, proposal writing, budgeting, and Donor requirements compliance.
- As appropriate, serve as proposal coordinator in proposal teams, and participate in bid analysis and proposal review panels. Serve as a lead or support writer on proposals, contributing both technical and non-technical content and integrating inputs from staff and partners into responsive and coherent proposals whilst ensuring timely submission of high quality proposals that meet donor requirements, applicable regulations, and WWF technical and financial standards. Lead and support proposal budget processes and propose recommendations to develop a competitive proposal.
- As needed, work with conservation teams, to identify consultants or other sources of support for funding opportunities and provide direct support to priority bids, and maintain data on past performance and corporate capacity, in order to provide timely information for proposal submissions.
- In collaboration with conservation and communications teams, lead WWF's business development marketing and communication activities to leverage results for increased positioning and funding in prioritized sectors.
- Support senior management to cultivate and strengthen institutional relationships with donors, partner organizations, and other collaborators including guiding partner identification, negotiation of partnership roles, and review of teaming agreements.
- Monitor and participate in Donor conferences and enlist in Donor opportunity groups or online resources to (a) research and analyze intelligence about overall funding trends and new business opportunities, and contribute to efforts to leverage this information to enhance WWF's competitive position, and (b) maintain accurate business pipeline and performance data to inform senior management decisions.
- Conduct in depth research and analysis of existing sectoral strategies and portfolios for relevant governments and donors, including the development of mapping and strategic guidance documents to inform country program business development and growth strategies.
- Lead initiatives to promote learning and sharing of best practices and build the capacity of conservation and finance staff in business development including training and mentoring staff, as needed, to improve their skills in proposal development, representation to donor and partner organizations, intelligence-gathering, and marketing within their country program or portfolio.
- Represent WWF Mozambique in the Regional Office for Africa (ROA) business development community of practice.
- Any other duties as may be assigned from time to time.

IV. PROFILE

Required Qualifications

- Master's Degree in International Development, International Relations, or other relevant fields

- Minimum of 5 years of demonstrated international development experience, particularly in leading and producing competitive proposals in programming contexts relevant to WWF
- Demonstrated experience and familiarity with a broad range of relevant institutional donor funding mechanisms and regulations, policies, procedures and priorities including EU, UN, SIDA, NORAD, GiZ, USAID, DFID, World Bank etc
- Strong budgeting skills and experience with leading the development of strategic and competitive cost proposals highly desirable
- Knowledge of the Open Standards for the Practice of Conservation. Practical experience with Miradi (a user-friendly program that allows nature conservation practitioners to design, manage and monitor projects following the Open Standards) highly desirable
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information management systems

Required Skills and Competencies

- Excellent interpersonal, oral and written communication and negotiation skills. Fluency in English required; working ability in Portuguese will be advantage
- Strong strategic, analytical, systems thinking, and problem-solving skills, with a capacity to both attend to details and see the big picture
- Excellent qualitative and/or quantitative research skills and the ability to analyze process complex information and communicate it in an easily understood way;
- Ability to work independently, with minimal supervision and contributing to small teams
- Adheres to WWF's values, which are: *Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, Persevering & Delivering Results*
- Pleasant disposition, hard-working, team player, committed, dedicated and focused to the conservation cause

V. WORKING RELATIONSHIPS

Internal – Works closely with the Conservation Manager and larger conservation team and relevant WWF Regional and International staff, particularly staff within the business development Community of Practice

External – Business development staff from collaborating partner organizations, donors, relevant governments, NGO partners, academic institutions and think tanks, the media and the private sector.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Date:.....
Conservation Manager

Reviewed by Date:
Human Resources Manager

Approved by Date:
Country Director

Accepted by Staff member: Date: