Manager, Business Development
Amref Health Africa in the USA

With headquarters in Nairobi, Kenya, Amref Health Africa is the largest Africa-based healthcare nonprofit, serving millions of people every year across 35 countries in sub-Saharan Africa. Over more than 60 years, Amref Health Africa has been strengthening health systems and training African health workers to respond to the continent's most critical health challenges. Our priorities include infectious and non-communicable diseases; maternal, newborn, and child health; water, sanitation, and hygiene; women's and girls' empowerment; youth empowerment and advocacy; and surgical, diagnostic, and clinical outreach. Our approach is community-based and makes the people we reach partners, rather than just beneficiaries. Amref Health Africa prides itself on creating *African solutions to African problems with African expertise*. Most recently, we have been a continental leader on the COVID-19 response in Africa, working closely with the Africa CDC and Ministries of Health, and advocating for greater COVID-19 vaccine equity. More information about our work can be found at www.amrefusa.org.

Amref Health Africa has seven country offices across the African continent, as well as fundraising and communications offices across Europe and North America and an overall budget upwards of $150 million. Ninety-seven percent of our global staff are African, including our global leadership, and we consider our diversity of experiences and perspectives to be a distinguished strength.

Amref Health Africa in the USA is the US office of Amref Health Africa. Its primary responsibilities are to raise awareness and funds to support Amref Health Africa's work. We currently have a staff of eight and an annual budget of more than $24 million.

Roles and Responsibilities

The Business Development Manager is part of the organization's Business Development Unit, responsible for securing funding from American foundations, corporations, and the US Government. The Business Development Manager will be a key member of a small but ambitious team seeking to build our institutional donor base to enable greater programmatic impact across Amref's focus countries and technical areas. This position offers an excellent opportunity for an energetic and motivated individual to gain experience across institutional fundraising and partnerships and take ownership over key business development functions. Our nimble team wears many different hats simultaneously, and the Business Development Manager will be able to contribute to a wide variety of Amref USA's activities. We are looking for candidates with a proactive approach, positive attitude, and relevant experience to complete our team.

The Business Development Manager will:

- Build a pipeline of corporate and foundation donors through the full arc of donor cultivation: desk research, relationship mapping, outreach, preparing relevant documents, and working with senior team members to grow our organization.
- Identify and track relevant upcoming funding opportunities, as well as develop and execute plans to compete for these opportunities.
- Support proposal preparation and development including setting proposal strategies, writing and editing, managing workflows and timelines, coordinating and collaborating with technical teams across African country offices, and finalizing the submission.
- Represent the organization's business development interests at relevant meetings, events, and within resource mobilization or donor-specific peer networks.

- Play a proactive and coordinating role in the Business Development Unit's knowledge management through Raiser's Edge.
- Manage key components of Business Development team operations.
- Travel to Amref offices in Africa on occasion, as needed.

<u>Supervisor</u>: Senior Manager, Business Development

<u>Working Hours</u>: 40 hours/week; must be willing to occasionally take calls between 7am-9am EST to accommodate meetings in East Africa Time

<u>Location</u>: position can be based **fully remote** in the USA

Amref USA is located in New York, NY but due to COVID-19, most staff are currently working remotely; the BD Manager can be fully remote, but must be able to do occasional travel to New York City and Africa

<u>Salary Range</u>: $60,000-$70,000 (commensurate with experience) + excellent benefits (health, vision, dental, retirement plan)

Qualifications

- Bachelor's degree or experience equivalent.
- Three to five years of experience in business development, partnerships, or sales in a relevant field.
- Experience working for an international NGO is strongly preferred, and existing knowledge and relationships in the global health sector is a plus.
- Must be a go-getter, comfortable with outreach to potential donors and partners and representing Amref Health Africa externally.
- Must be a strong writer with critical thinking and analytical abilities, and experience with desk-based research preferred.
- Ability to coordinate multiple projects simultaneously, work well under pressure, and meet deadlines.
- Strong attention to detail.
- Excellent interpersonal skills, sense of humor, and flexibility.
- Experience working in and/or traveling to Africa preferred.
- Strong commitment to Amref's mission, vision, values, and beliefs, including a deep commitment to creating an inclusive environment for all colleagues and sensitivity to working with colleagues of different backgrounds.

Application Process

Please send your resume and a cover letter to careers@amrefusa.org with the subject line "Business Development Manager Application."

For those who advance to the second round of interviews, there will be a short assignment.

Applicant must be able to work in the US without Amref sponsorship. Amref is committed to creating and maintaining a diverse environment and is proud to be an equal opportunity employer. All applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status. We encourage all qualified candidates to apply.