



WE ARE HIRING

Job Title	:	Business Development Manager
Reporting to	:	The Chief Executive Officer
Location / Branch	:	21 Pomona Road, Kempton Park, 1620
Contract Duration	:	Fixed-term contract for 1 year with an option to extend

Job Purpose

Green Development Foundation seeks to hire an experienced Business Development Manager to advance our fundraising mandate. The incumbent shall be responsible for developing and managing strategies that shall generate income and yield donations for the Foundation to implement its goal to impact communities.

The incumbent should be experienced in strategic thinking on sustainable development, and ability to synthesise information into high-level concepts, proposals, and presentations with deep insight into environmental, food security, and Agricultural issues. This will be dependent on the ability of BDM to build strong networks, and good relationships with prospective Partners, Donors, and clients across multiple sectors.

Duties and Responsibilities - Key Responsibilities

- Develop, implement, and monitor the achievement of an effective strategic Business Plan.
- Leads in the implementation of fundraising strategies, campaigns, and capital development initiatives,
- Implements donor stewardship programs to identify, develop, retain, and nurture a portfolio of individual and institutional donors.
- Establish potential corporate or governmental partnerships and grant funding opportunities.
- Establish MOU and or MOAs with Partners to facilitate partnerships in programming that is within GDF's thematic areas.
- Creates collaborative coordination between staff and stakeholders to plan events to increase donor engagement.
- Ability to stimulate and manage change by demonstrating strong leadership and influence.
- Uses technology to manage and report the progress of business development initiatives and goals.
- Establishing and managing annual budgets for business development activities.
- Generating new business leads and finding opportunities to develop, meet and exceed revenue targets as contained in the Green Development Foundation Strategic Plan.
- Constantly grow and maintain strong relationships with stakeholders and represent GDF at all relevant forums and business-related exhibitions, workshops, networking meetings, etc.
- Track new developments in the NPO sector to lead and facilitate pitch logistics locally and internationally to improve GDF's effectiveness and efficiency.
- Planning, researching, and having an in-depth knowledge of GDF products and value propositions.
- Identifying and mapping business strengths and Partners' or clients' needs proactively ensuring the identification and mitigation of risks.
- Drive a culture of compliance with project donation agreements, project implementation, and targets.
- creating and implementing environmental programs and policies while documenting best practices in areas of corporate, ethical, and social responsibility and addressing any issues.
- manage and mentor departmental staff to understand their role, targets, and value to the overall objectives of the Foundation.

Essential Characteristics Required for this Position - Education and skills requirements:

- Minimum bachelor's degree in business development, Economics, Finance, Marketing related field
- 5-9 years of relevant experience (preferably NGO experience)
- Strong proposal writing and presentation skills.
- Experienced in Stakeholder management.
- Demonstration of strong networks and relationships
- Critical strategic thinking and concept development
- Ability to show initiative, recognise emerging problems and proactively develop solutions using methods such as systems thinking.
- Demonstrable mastery in the extensive use of Microsoft Word, Excel, PowerPoint, and MS Projects, and experience in developing market research and business cases for new strategies.
- Proven ability to negotiate.
- Experience with the design and implementation of business development strategy in a fast-paced environment.
- The ability to self-motivate and motivate a team.
- Ability to establish credibility and effectively interact with clients, including all levels of senior leadership.
- Must have a valid driver's license and own transport.
- Must be willing to travel, as the need arises.

Please submit your application together with your qualifications and proof of personal writeup to jobs@gdfsa.org by 31 July 2023.