

For over 80 years, Episcopal Relief & Development has been working together with supporters and partners for lasting change around the world. Each year the organization facilitates healthier, more fulfilling lives for more than 3 million people struggling with hunger, poverty, disaster and disease. Inspired by Jesus' words in Matthew 25, Episcopal Relief & Development leverages the expertise and resources of Anglican and other partners to deliver measurable and sustainable change in three signature program areas: Women, Children and Climate.

Manager, Business Development (New York, NY or Remote USA)

The Manager, Business Development, in partnership with the Director and Vice President of Business Development, drives revenue generation through the identification and cultivation of new major grant funders. This includes identification of new prospective funders, development of donor engagement plans and relationship cultivation with funder staff. You will conduct market and competitor analysis to keep abreast of industry and funding trends and mechanisms to inform the organization's revenue generation strategy. Additionally, you will create content focused on elevating Episcopal Relief & Development's visibility and values-based brand among current and new strategic funding partners and the broader development sector. You will contribute to proposal development in a variety of capacities, including technical writing and coordination and will strategically engage on grant report writing as well as support the coordination of major grant start-up activities with program, compliance, finance and partner staff. You will ensure the transfer of key compliance requirements into project execution and maintain funder relationships and positioning for renewals.

As Business Development Manager, you will:

- Conduct market research to better understand industry trends and identify prospective funders aligned to Episcopal Relief & Development's mission, values and technical expertise.
- Develop strategies to cultivate and win funding from high-priority prospective funders.
- Proactively seek donor intelligence on prospective new opportunities and partnerships.
- Cultivate and steward institutional relationships with funders, partner organizations and other stakeholders.
- Develop content for external audiences.
- Articulate the organization's value proposition as it relates to funder priorities and advancing funder relationship along the relationship management continuum.
- Support in developing positioning strategies that make clear Episcopal Relief & Development's value proposition and differentiates it from others.
- Manage proposal development process, ensuring a high-quality technical narrative and optimum cost recovery in alignment with organization and funder requirements.
- Effectively manage collaboration across teams in the preparation of concept notes and proposals; develop, oversee and maintain proposal calendar and monitor adherence to the defined process and deadlines for technical, cost and production schedules.
- Serve as lead writer and facilitate strategy development on proposals; serve as proposal manager, partner manager and any other needed roles.
- Work closely with program and partner teams to effectively start-up new grants.



- Contribute to the refinement of existing pipeline and proposal development mechanisms and create new processes to create maximum efficiency and effectiveness.
- Support systemization of processes and coordinate with program staff to execute on new systems.
- Train staff to improve their skills in proposal development, intelligence-gathering and marketing of programming.

You Are:

- An excellent negotiator who is strong at managing relations and complex situations both within an organization and externally with tact, diplomacy and good humor
- A strategic thinker with strong research and analytical skills
- A confident communicator with outstanding written and verbal communication skills that translate across audiences
- A detail-oriented multi-tasker who is adept at managing teams across multiple projects to ensure quality deliverables are produced on time
- Able and willing to work some Eastern standard time business hours, travel domestically and internationally up to 25% of the time and work a varied schedule including occasional evenings and weekends to meet funder deadlines

You Have:

- A shared commitment to Episcopal Relief & Development's mission, values, principles, philosophy and justice, equity, diversity and inclusion efforts
- A Bachelor's degree in international development, business or related field and/or equivalent experience
- A minimum of five (5) years of experience with international development organizations, including three (3) years supporting resource mobilization; familiarity in any of Episcopal Relief & Development's program priorities, while not required, is highly valued
- Demonstrated experience managing and leading the writing of proposals; experience with bilateral agencies and private foundations is required
- Proven experience managing funder relationships, specifically transitioning prospects into funding partners
- Advanced computer skills including ease and facility in working remotely with digital communication methods
- Proficiency in a second language desired; Spanish, Portuguese or French preferred

Salary & Benefits:

- Annual salary range of \$80,000-\$ 85,000
- Competitive, comprehensive benefits package offered



Episcopal
Relief & Development
Working Together for Lasting Change

How to Apply:

Email cover letter and resume to careers@episcopalrelief.org with the subject line "Manager, Business Development." For more information, visit our website at www.episcopalrelief.org.

** Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer (EEO). All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or any other legally protected status.*

Episcopal Relief & Development offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request accommodation at any time.