

## Episcopal Relief & Development Job Description

**TITLE:** Business Development Specialist,  
**REPORTS TO:** Vice President, Innovation & Business Development  
**DEPARTMENT:** Institutional Partnerships  
**DIVISION:** Global Programs  
**LOCATION:** Remote or New York City, NY  
**EFFECTIVE DATE:** September, 2025

**PRIMARY FUNCTION/PURPOSE:** The Business Development Specialist is responsible for driving revenue generation through the identification and cultivation of new major grant funders and developing high-quality, competitive proposals, by closely collaborating with the broader Business Development, Global Program teams and senior leadership. This includes conducting market research and trend analysis, analyzing the organization's prospect pipeline, and developing funder engagement plans. The Business Development Specialist will lead proposal design activities, which includes developing win themes and constructing proposal teams to improve proposal-to-award conversation rates.

In addition, the Business Development Specialist is responsible for strengthening the profile of the organization among current and new strategic funding partners and the broader development sector. Working closely with Marketing & Communications and Global Programs teams, the Business Development Specialist will create content focused on elevating Episcopal Relief & Development's visibility and values-based brand to diverse audiences. This includes, but is not limited to, pitch decks, conference materials, technical briefs, and capacity statements.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Proposal Development and Management

- Lead proposal development, ensuring a high-quality technical narrative and optimum cost recovery in alignment with organization and funder requirements.
- Serve as lead writer and facilitate strategy development with program and partner staff on proposals.
- Serve as proposal/bid manager, partner manager and other proposal team roles, as needed.
- Liaise with donor success management, program and partner teams to effectively transition from proposal to start-up new grants.
- Write grant reports, as needed.

### **Positioning and Content Creation**

- Develop a strong understanding of the organization's core focus areas in order to collaborate with Focus Area Directors to integrate sector learnings and opportunities into strategies and inform partnerships.
- Develop content for external audiences, including program briefs, capacity statements, presentation decks, content for the website and materials for events/presentations/panels.
- Develop funder engagement plans that clearly articulate the organization's value proposition as it relates to funder priorities and advancing funder relationship along the relationship management continuum.
- Represent the organization at key conferences and events to expand visibility and network.

### **Prospect Identification and Management**

- In partnership with the Manager, Business Development, conduct research on potential major grant funders, particularly private foundations and bilateral agencies, to better understand industry trends, identify prospective funders and determine appropriate engagement channels.
- Strategically work with the broader External Engagement team to grow donor investments and contribute to strategy development under a hybrid funding model.
- Lead prospecting efforts, cultivating and strengthening institutional relationships with funders, partner organizations and other stakeholders.

### **Internal Process Management**

- Manage the refinement of existing pipeline and proposal development mechanisms and the creation of new processes, soliciting feedback from organizational departments to create maximum efficiency and effectiveness.
- Support systemization of processes and coordinate with program staff to execute on new systems.
- Train and mentor staff to improve their skills in proposal development, intelligence-gathering and marketing of programming.
- Perform other duties as assigned.

### **SUPERVISORY REQUIREMENTS:**

There are no direct supervisory responsibilities at the moment, however the position may require:

- Engagement and oversight of key deliverables of external consultants, vendors and/or interns
- Coordination and accountability for internal working groups

### **EDUCATION:**

- A Bachelor's Degree in international development, business or related field and/or equivalent experience

**EXPERIENCE:**

- A minimum of eight (8) years of experience with international development organizations, including five (5) years supporting resource mobilization
- Demonstrated experience managing and leading the writing of proposals; experience with bilateral agencies and private foundations required
- Demonstrated ability to manage funder relationships, specifically transitioning prospects into funding partners
- Ability to manage and accomplish multiple projects at a time, managing teams to ensure quality deliverables are produced on-time

**RELATED SKILLS:**

- Strong relations management abilities across departments within an organization and externally; excellent negotiation skills
- Strong research and analytical skills
- Proven ability to work and coordinate with others under pressure on concurrent projects, delivering to tight timelines
- Exemplary attention to detail, record keeping and follow up
- Outstanding communication (verbal and written) and interpersonal skills that translate across audiences (funders, partners, staff)
- Proven ability to collaborate effectively and produce high quality work as part of team
- Ability to manage complex or difficult situations with tact, diplomacy and good humor
- Demonstrated ability to establish and build relationships with a diverse array of professional and community groups
- Advanced computer skills including ease and facility in working remotely with digital communication methods
- Fluency in English; Spanish, Portuguese or French also preferred
- Passionate about Episcopal Relief & Development's mission and impact

**OTHER REQUIREMENTS:**

- Eagerness to learn
- Ability and willingness to travel up to 30% of the time in diverse and under-resourced environments
- Proficiency in a second language desired; Spanish or French preferred
- May be required to work long hours and a varied schedule including evenings and weekends.

**SALARY & BENEFITS:**

- Annual salary range of \$110,000 - \$120,000 Per year
- Competitive, comprehensive benefits package offered

**How To Apply:**

- To be considered for the Business Development Specialist position, please email your resume and cover letter to [careers@episcopalrelief.org](mailto:careers@episcopalrelief.org) with the subject line "Business Development Specialist".

- Applications missing either a resume or a cover letter will not be considered.
- For more information, visit our website at [www.episcopalrelief.org](http://www.episcopalrelief.org)

*The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications.*

*Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.*

*Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer (EEO). All employment practices will be administered without regard to an individual's actual or perceived protected characteristic(s) - 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 for individuals with disabilities. You may request accommodation at any time.*