

EPISCOPAL RELIEF & DEVELOPMENT

JOB DESCRIPTION

TITLE: Manager, Business Development

REPORTS TO: Vice President, Innovation & Business Development

DEPARTMENT: Global Programs

DIVISION: Business Development

LOCATION: New York, NY or Remote USA

FLSA STATUS: Exempt

EFFECTIVE DATE: 10/27/2025

PRIMARY FUNCTION/PURPOSE: The Manager Business Development is responsible, in partnership with the Director, Business Development and Vice President, Innovation & Business Development, for revenue generation through the identification and cultivation of new major grant funders. This includes project management and oversight of key business development systems and processes, such as prospect and grant databases, and move management processes. Additionally, the Manager, Business Development is responsible for the identification of new prospective funders, development of funder engagement plans and partnering with relevant Episcopal Relief & Development staff to engage and cultivate prioritized funders. The Manager Business Development conducts market and competitor analysis to keep abreast of industry and funding trends and mechanisms to inform the organization's revenue generation strategy. The position contributes to proposal development in a variety of capacities, including coordination and discrete writing roles and will engage on grant report writing.

The Manager, Business Development also supports the coordination of major grant start-up activities with program, compliance, finance and partner staff to ensure optimal transition from proposal to program implementation. The position also provides critical project management and operational oversight to major grant funded projects related to reporting and other compliance requirements. The position works closely with Global Program and Partner teams to ensure transfer of key compliance requirement into project execution and maintain funder relationships and positioning for renewals through the management of external reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

Project Management & Oversight

- Responsible for the day-to-day management of business development operations. This entails, but is not limited to:
 - Managing prospecting and funder engagement strategies, including facilitating effective moves management, ensuring milestones and deliverables are met.

- Additionally, the role will collaborate with leadership to define and refine moves management strategies and stages, as necessary;
- Develop and maintain project plans, timelines, milestones, and deliverables for CRM onboarding and subsequent updates to ensure the CRM is fit for purpose;
- Lead the systemization of business development processes and coordinate with program staff to engage with these processes.
- Lead coordination of major grant start-up activities with program, compliance, finance and partner staff
- Project manage major grant reporting and other external compliance workflows to ensure on-time, quality delivery.

Prospect and Opportunity Identification and Management

- Lead market research to better understand industry trends and identify prospective funders, particularly private foundations and bilateral agencies, aligned to Episcopal Relief & Development's mission, values, and technical expertise.
- Conduct in-depth landscape research and analysis to develop and/or contribute to donor briefs, program summaries, and other BD strategy documents to support internal decision-making.
- Work with the Vice President and Director, Business Development to develop and implement strategies to cultivate and win funding from high-priority prospective funders.
- Proactively research, monitor, analyze, catalogue, and disseminate information on new funding opportunities from private foundations, bilateral agencies, and other institutional donors.
- Partner with relevant staff to cultivate and steward institutional relationships with funders, partner organizations and other stakeholders.

External Engagement

- Identify, elevate, and adapt existing content—or draft new content—for external audiences, including program briefs, content for the website, and materials for events/presentations/panels
- Project manage and support preparation for staff participation at conferences and events to expand visibility and network
- Support in developing positioning strategies that make clear Episcopal Relief & Development's value proposition and differentiates it from others.
- Represent the organization at key conferences and events to expand visibility and network.

Proposal and Grant Reporting Management

- Manage collaboration across teams in the preparation of concept notes and proposals; develop and manage proposal calendar and monitor adherence to the defined process and deadlines for technical, cost and production schedules.
- Manage external grant reporting process and ensure submission of quality, on-time deliverables, including managing the dissemination of the feedback.

Perform other duties as assigned.

SUPERVISORY REQUIREMENTS:

- While there are no direct supervisory responsibilities, 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 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 proposals, including contributing to 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 execute multiple projects at a time, managing teams to ensure quality deliverables are produced on-time.
- Familiarity with bilateral agencies (e.g., USAID) required.

RELATED SKILLS:

- Strong relations management abilities across departments within an organization and externally; excellent negotiation skills.
- Strong writing ability and 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 with humility, 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 essential; Spanish, Portuguese or French also preferred.
- Passionate about Episcopal Relief & Development's mission and impact.

OTHER REQUIREMENTS:

- Ability and willingness to travel up to 25% of the time in diverse and under-resourced environments.
- May be required to occasionally work extended hours and a varied schedule including evenings and weekends to meet funder deadlines.

SALARY & BENEFITS:

- Annual salary range of \$85,000 - \$95,000 Per year
- Competitive, comprehensive benefits package offered

HOW TO APPLY:

- To be considered for the Business Development Manager position, please email your resume and cover letter to careers@episcopalrelief.org with the subject line "Business Development Manager".
- Applications missing either a resume or a cover letter will not be considered.
- For more information, visit our website at 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.