

Senior Business Development Officer - Terms of Reference

ATR is looking for a qualified and driven Senior Business Development Officer to respond to Requests for Proposals (RFPs), manage the Business Development department, develop client relationships, and support the company's strategic expansion. The position is home-based with anticipated travels to the US, Africa, the Middle East and other locations.

About ATR Consulting:

Assess Transform Reach (ATR) is an international research and development consultancy firm which specializes in data collection, data analysis and policy and strategic advisory services in Afghanistan and other conflict-affected and fragile states. Since being founded in Kabul in 2012, ATR has successfully implemented over 270 projects for clients including the World Bank, UN agencies, NGOs, governments, and the private sector. ATR is trusted by leading international organizations to provide credible data and counsel on a broad variety of topics and fields ranging from conflict and security to health and education.

Job Summary:

The Senior Business Development Officer will work remotely to support the preparation of high-quality bids in response to Requests for Proposals in partnership with the Business Development Manager. This will also involve daily coordination with Business Development team members and ATR project staff based in Kabul to ensure the timely development, review and submission of proposals.

The Business Development Officer will also adopt responsibility for advancing the strategic position of ATR by supporting the implementation of its expansion strategy. This will include identifying opportunities to market ATR's capabilities, tracking industry developments, providing outreach to potential partners and clients, developing concept notes, and assisting with various marketing activities.

Responsibilities

Strategic Development

1. Contribute to ATR's strategic vision for international growth
2. Identify new areas of expansion, potential clients, and relationships;
3. Organize regular strategy development meetings with Senior Management;
4. Organize presentations and publications that contribute to ATR's strategic vision;

Building client relationships and communications

1. Map potential new clients and identify services and products adapted to their needs;
2. Prepare unsolicited proposals, concept notes, and quotes for current and new clients;
3. Regularly update a directory of ATR's partners;
4. Represent ATR with current and potential clients, partners, and other stakeholders;
5. Promote ATR by managing website content and other media.

Bid management

1. Ensure systematic tracking of RFPs submissions, wins and losses;
2. Manage the preparation of all bids;

3. Coordinate inputs from all parties contributing to bids;
4. Ensure the quality and timeliness of all submissions;

Team management

1. Manage (Junior) BD Officers and Assistants;
2. Ensure systematic identification and tracking of strategic opportunities;
3. Coordinate inputs from all parties contributing to bids;
4. Ensure the quality and timeliness of all contributions to bids;
5. Ensure systematic filing of relevant bid documentation.

Contract management

1. Review thoroughly all contracts before signature;
2. Organise kick-off and close out meetings for each project;
3. Ensure that contractual obligations and reporting deadlines are known and met by Programmes.

Requirements

- Bachelor's degree from an accredited university, preferably in social science, business, or other relevant fields
- Basic knowledge of both quantitative and qualitative research methodologies, including an understanding of sampling techniques
- Outstanding writing skills (familiarity with M&E processes and/or writing proposals will be an advantage)
- Proven ability to communicate professionally, effectively and consistently with team members, clients and partners across multiple time zones
- Strong knowledge of MS applications (i.e. Word, Excel, PowerPoint) and Skype
- Proven ability to manage own time and coordinate with teams to work on multiple, often competing priorities to meet deadlines. Prior experience in leading and managing teams is preferred.
- Interest and experience in research, humanitarian aid, conflict, development fields
- Robust time-management and organisational skills

Candidates should be self-driven and have a strong commitment to delivering results and the ability to work collaboratively in a dynamic team environment. A keen eye for detail and a commitment to high-quality work are essential.

Submission guidelines

All interested candidates are invited to send their CV, cover letter and a writing sample to joris.gaster@atr-consulting.com.

Additional information

This is currently a home-based, remote position. Candidates of all nationalities are encouraged to apply. However, due to the need for regular communication with staff in the Kabul office, applicants located in compatible time zones will be given preference.

We are seeking a candidate who is willing and able to join our team immediately.