

Edukans Education Services  
Plot 1314 Church road, Buye-Ntinda,  
P.O. Box 20058 Nakawa, Kampala-Ug  
[uganda@edukans.org](mailto:uganda@edukans.org), [edukans.org](http://edukans.org)

**TITLE: BUSINESS DEVELOPMENT OFFICER**

**DUTY STATION: Kampala, Uganda**

**DESIRED START DATE: 1<sup>st</sup> SEPTEMBER 2021**

**EMPLOYMENT BASIS: Full-time for 1 year and subject to a 3 months' probation period.**

**PURPOSE: The Business Development Officer shall be responsible for overseeing the implementation of business development strategies to heighten the organization's resource basket.**

**OUR MISSION: Worldwide, we are creating opportunities enabling children and young people to shape their futures with confidence.**

**OUR VISION: We pursue future proof quality education through a collective effort focusing on a safe learning environment, dedicated school management, quality trained teachers and home support by parents and**



## **EDUKANS**

Edukans is an international non-governmental organization specialized in education and training for underprivileged young people. Established in 2002 as Dutch NGO, we focus on 6+ developing countries, with the Uganda office formally registered in 2019. Our intervention areas are Quality basic and Vocational Education, Quality learning at work, gender equality, and education in emergencies. Strategies range from programme development, programme management, implementing partner management and marketing, sales, and Institutional fundraising.

**The Business Development Officer (BDO)** is a member of Edukans Uganda team and contributes to/ advances the following core business and resource development functions: (1) development of Edukans', technical business strategy and country focused resource development strategies; (2) proposal planning, development and submission; (3) Marketing, prospecting and strategic prioritization; (4) positioning, relationship cultivation and donor stewardship; and (5) knowledge management and information sharing. The BDO plays an integral role in quality control and coordination of program development functions across all programme and products implemented in Uganda. Key responsibilities under each core function are detailed below.

### **A. Key Duties and Responsibilities**

#### **1. Proposal Planning, Development, and Submission**

- Provides writing and editing support for key public and private funding opportunities, often serving as "Lead Technical Writer" and taking responsibility for translating program designs into winning proposals, including the development of technical narrative sections and multiple attachments.
- Serves as Edukans Uganda Lead for public and private funding opportunities. The BDO will be responsible for the effective management and overall coordination of the proposal preparation process and the quality and timely submission of the final proposal package together with the IF teams in at the headquarters.
- Facilitates the effective coordination of complex proposal teams, including drafting and managing task lists and provision of clear communication for optimal coordination of overall process.

- In coordination with Country Director and other team members, facilitates partnership cultivation in support of building a consortium where Edukans primes or where Edukans partners as a sub-grantee, and facilitate the recruitment of staff and technical assistants and consultants in support of proposal submissions.
- Manages issues of document version control and sequencing of reviews, ensuring quality and timely submission.
- Ensures proposals are 100% in compliance with donor guidelines, including timely submission of electronic and hard copy versions, per requirements.
- Effectively presents programmatic information to donors in the form of letters of interest (LOIs), concept notes, capacity statements, past performance information, and other materials.
- Requests feedback on proposal submissions, facilitates debriefs for proposal teams, and works to apply lessons learned to continuously improve the quality of future submissions.

## **2. Marketing, Prospecting and Strategic Prioritization**

- Researches private and public funding mechanisms and identifies opportunities related to international development donor agendas.
- Based on research he/she will target appropriate markets and viable income streams for Edukans products and services and develop the intervention to service those markets.
- Based on research, develop a business sales and marketing strategy with the objective to grow the existing footprint of Edukans in Uganda
- Collaborates closely with Marketing and Fundraising Team in at the headquarters on cross-cutting funding opportunities or donors, coordinating with and linking research to ongoing strategic prioritizing and relationship cultivation efforts among technical and other resource development staff within Edukans.
- Analyzes and summarizes viable funding opportunities for distribution to relevant staff and others as needed.
- Tracks funding opportunities and advance information on solicitations, and facilitates the decision-making process among CO teams and the head office staff to reach consensus on whether or not to pursue an opportunity.

## **3. Relationship Cultivation and Donor Stewardship**

- In coordination with country teams, develops strategies for donor and partner cultivation with specific emphasis on private sector and corporate donors. Including identification of prospective partners, generating leads and maintaining good working relationships with existing and new contacts
- Assists with setting up partner/donor meetings, making contact, preparing relevant materials, engaging the private sector on Corporate Social responsibility etc.
- Captures, tracks and manages key donor information, contributing to cross departmental and the IF teams efforts to improve the use of information.
- Ensures effective donor stewardship through periodic correspondence, identifying opportunities for donor recognition, and appropriate sharing of program information, etc.
- Works with technical leadership to develop organizational capacity pieces and other materials to share with donors and partners.

## **4. Development of Edukans' Uganda Resource Development Strategies**

- Serves as the liaison for specific country programs or technical areas as assigned, matching priority needs with viable private sector and public funding opportunities; coordinating regular resource development communication and information sharing with the other international team members; and working with technical officers, and others to develop country specific resource development strategies.
- Supports evidence-driven resource development through analyzing past performance, gathering information from reports and proposals, and corresponding with key technical staff to inform decision-making on setting future donor targets and resource development strategies.
- Provides regular follow-up to ensure effective implementation of resource development strategies, including tracking toward targets and scheduling regular check-ins with field and technical staff.

## **5. Knowledge Management & Information Sharing**

- Manages input of submission records into SharePoint and utilizes system to inform strategic prioritizing and decision-making.
- Manages input of donor records into the database and utilizes the system to inform donor relationship cultivation and stewardship efforts and strategy development.
- Coordinates with the organization's Marketing and Sales team to market Edukans' program achievements and technical capacities through the organization's website and other media and networks.

## B. Knowledge, Qualifications, and experience required.

### i. *Minimum qualifications for this role;*

- Bachelor's degree in Business Development or Business-related field with Strategic Marketing option. A Master's degree is an added advantage.
- Professional qualification in organizational development
- At least Seven (7) years of successful relevant experience, 5 of which must be in a senior position.
- Knowledge of project management cycle is desirable.

### ii. *Position Parameters/Special Responsibilities Required:*

The following soft skills are pertinent for this role:

- High-level communication skills,
- stakeholder and partnership management skills,
- excellent negotiation skills,
- experience in implementation of business development strategy and working to and exceeding targets.
- Able to work with wide range of internal and external stakeholders and to foster and maintain successful working relationships.
- Marketing experience preferably in development programs and services
- Ability to multitask in crosscutting organizational roles.

## C. Application Process

Applications for this role must comprise of:

- An application letter addressing the motivation and essential qualifications (maximum 1 page) be addressed to:  
Edukans Education Services  
P.O Box 20058, Nakawa, Kampala -Uganda. With the subject line: **"Application –Business Development Officer, Edukans Uganda"**.
- A curriculum vitae (maximum 3 pages). The CV must include 3 professional referees (referees will not be contacted until after interviews, with permission from the candidate).
- **Only applications that address the qualifications and the page limits will be considered.**
- **Email applications to: [efeducationservicesug@gmail.com](mailto:efeducationservicesug@gmail.com)**
- **Closing date for receiving applications is 20<sup>th</sup> August 2021 by 4pm.**