

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE**



TITLE: New Business Development Specialist	
TEAM/PROGRAMME: Program Development	LOCATION: Hanoi
GRADE: 4	CONTRACT LENGTH: TBC
CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <u>either</u> frequently (e.g. once a week or more) <u>or</u> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.	
ROLE PURPOSE: <ul style="list-style-type: none"> The NBD Specialist will coordinate business development efforts for Save the Children in Vietnam (SCiV), focusing on proposal development, capture planning, opportunity preparation, and fostering relationships with donors, SC Members, and strategic partners. This role ensures timely, high-quality delivery of these efforts by collaborating across SCiV, SC Members, and the SCI Global Team. Additionally, the NBD Specialist will support the Program Development Team in fundraising strategy, capacity building, and promoting innovations. The role also includes leading the strategic development, technical design, and implementation of high-quality health programs, with a focus on Adolescent Sexual and Reproductive Health (ASRH) and mental health. The Specialist will contribute to national advocacy, strategic partnerships, and external representation on child health issues, especially ARSH and mental health, while strengthening the capacity and ownership of local partners. During major humanitarian emergencies, the post holder may take on additional responsibilities and adapt working hours as required. 	
SCOPE OF ROLE: Report to: Program Development Manager Budget responsibility: N/A Role Dimensions: <ul style="list-style-type: none"> This role will work across relevant teams at Save the Children on proposal development, capture planning and opportunity preparation, donor relationship development, and other works relevant to fundraising. He/She is expected to actively provide leadership to obtain the cooperation of others within those works and to directly responsible for the smooth, effective and efficient operation and results. That also includes coaching Technical Advisors on relevant skills in fundraising. This position is expected to make strategic communications with SC Members, SCI Global Team and Donors in pursuing funding opportunities. He/She is expected to take Acting Program Development Manager role when assigned by the Program Development Manager. For developing SCiV's Health Program, focusing on ASRH and mental health, the role is expected to foster relationships with a wide range of internal and external stakeholders including Save the Children Members, the Country Office Programme Development team, Comm team, MEAL team, Technical Advisors from SCI Global Team, technical counterparts in other organisation, donors, academia etc. 	
KEY AREAS OF ACCOUNTABILITY: I. Program Development (80% LOE): A.Capture, Planning and Opportunities preparation: <i>The post holder is accountable for preparing for new fundraising opportunities from both institutional and corporate donors. He/She will pro-actively seek advice from Program Development Manager when necessary.</i>	

1. Responsible for tracking assigned donor trends based on Country Funding Strategy and Donor Landscape Assessment and updating the CO on the trends to inform program development efforts.
2. Responsible for scanning funding opportunities and liaising with Members about pursuing assigned funding opportunities.
3. Lead discussions with relevant Technical Experts and teams on pro-actively developing pipeline ideas to fundraising as assigned by PDM.
4. Lead efforts in collecting intelligence and information of assigned donors, partners, and competitors to inform SC decisions on pursuing assigned funding opportunities.
5. Lead conversations with relevant teams to gather intelligence, assess competitiveness, makes Go/No Go decisions for opportunities as per PD protocol.
6. Support PDM in building capacities for relevant teams at SCiV to prepare for effectively capturing funding opportunities.
7. Provide support to PDM in relationship development with donors, including developing and conducting donor engagement plans, coordinating and tracking donor engagement, continuously improving practices to strengthen donor relationship in the ARSH and Mental Health theme.
8. Contribute to the development of Country Funding Strategy and Annual Funding Plan.
9. Lead efforts to develop innovations for program development and fundraising as assigned by PDM.
10. Responsible for effective resource mobilization for emergencies within the country.

B. Proposal Development:

1. The post holder is accountable for proposal development in opportunities worth less than USD500,000 in the Health theme (ARSH and MH) and ensure good quality submissions. He/she makes relevant decisions for solving problems and complete proposals in good quality and only need limited supports from Business Development Specialist and limited guidance from Program Development Manager where established guidelines are not available.

Key works include:

- ✓ Lead proposal development: lead proposal design workshops and discussions to ensure rigorous and cutting-edge proposal design, coordinating contributions from relevant teams within SCiV and also across Save the Children Movement to ensure proposals are completed holistically, competitive, well aligned to the donor's requirements and also to SC strategies; edit and finalize concept notes and proposals in high quality.
 - ✓ Ensure partners are properly engaged during the proposal process.
 - ✓ Coordinate proposal budget development to ensure cost effectiveness and value for money.
 - ✓ Lead liaising with SC Members to ensure the appropriateness and quality of the proposals being submitted to donors.
 - ✓ Track proposal outcomes and identify lessons learned
2. The post holder is accountable for coordination the process of proposal development in opportunities worth less than USD2 million and ensure good quality submissions, following the PD protocol and procedure. He/she makes relevant decisions for solving problems and complete proposals in good quality and only need limited guidance from Program Development Manager where established guidelines are not available.

II. Relationship Building, Networking and External Engagement (LOE 20%):

The post holder is responsible for building relationships with donors and developing large networks with organizations and experts to contribute to fundraising efforts. He/she is also responsible for networking and external engagement to promote SC's health theme.

1. Responsible for SCiV's efforts in building relationships with assigned SC Members.
2. Proactively support relevant teams to develop strategic partnerships for fundraising and programme development.

3. Proactively develop networks with various development actors to contribute to SCiV's fundraising efforts
4. In alignment with Country Office strategy and leadership, engage in strategic positioning with donors, partners and government in-country, and ensure that Save the Children is a partner of choice in Health theme, especially ARSH and mental health.
5. Ensure that Save the Children is influencing and learning from others through national technical coordination and networking bodies such as clusters and working groups (Sun CSA for example).
6. Represent the Health program to National and Local government representatives, donors, partner agencies, etc. as required.
7. Leverage and liaise with ARSH and MH technical colleagues from across Save the Children, including technical working groups and centres of excellence, ensuring that learning from the Country Office is shared with others and global lessons brought back.

BEHAVIOURS (Values in Practice)

Accountability:

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- Bachelor degree in development study, international relations, politics, economics, social works, journalism or other related fields. Master degree is preferred.

EXPERIENCE AND SKILLS

Essential

- 3-5 years experience in fundraising role in NGOs, preferably in coordination role in INGOs.
- Overall knowledge on key development issues in Vietnam and the world, particularly challenges facing vulnerable and disadvantaged groups.
- Demonstrated ability to solve complex issues through critical thinking, analytic thinking, system thinking, strategic thinking in order to define a clear way forward and ensure buy in from relevant stakeholders
- Excellent proposal coordination and writing skills in English.

- Excellent English speaking skill.
- Strong communication and interpersonal skills
- Knowledge management: experience in capturing and analysing a wide variety of information and presenting this information in an attractive and clear manner.
- Teamwork competency: Ability to work smoothly and effectively with other teams to establish constructive ideas or solutions that meet organizational objectives; comfortable in multicultural settings.
- Ability to work well under pressure meeting multiple and sometimes conflicting deadlines.
- Impact and results orientation: Proactive approach for smooth organization of internal processes; work independently with strong sense of initiative, discipline, and self-motivation.
- A high degree of flexibility and adaptability in order to respond to changing needs. Ability and willingness to change work practices and hours in the event of major emergencies.

Desirable

- Having background in public health
- Experienced in promoting innovations in INGO program development and fundraising.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by: Le Kim Thai	Date:
JD agreed by: Le Thi Thanh Huong	Date:
Updated By: Le Thi Thuy Duong	Date:
Evaluated:	Date: