



Senior Manager, Business Development 3ie, Washington, DC

1. Background

The [International Initiative for Impact Evaluation](#) (3ie) promotes evidence-informed equitable, inclusive, and sustainable development. We support the generation and effective use of high-quality evidence to inform decision-making for improving the lives of people living in poverty in low- and middle-income countries. We provide guidance and support for the production, synthesis, and quality assuring of evidence on what works, for whom, how, why, and at what cost. 3ie is registered as a non- governmental organization in the United States. It has offices in New Delhi, London and Washington, DC.

Our programs and projects include theory-based, mixed-methods impact evaluations, implementation research, systematic reviews, evidence gap maps, and replication studies. Our work encompasses a wide range of topics, sectors and themes including but not limited to: health, nutrition, education, agriculture, governance, microfinance, climate change, humanitarian interventions, and social protection.

3ie is inviting applications for Senior Manager, Business Development, to be based at our Washington, DC office. Applicants should have the right to work in the United States. In exceptional cases, we may consider a remote working arrangement.

2. Summary

The incumbent will provide leadership and management with regard to 3ie's business development efforts, so that it may achieve and sustain its strategy and mission. They will oversee the design, development, and execution of initiatives to raise funds; build relationships, forge partnerships, identify and pursue business opportunities; facilitate the development of effective systems and teams for 3ie's institutional advancement; guide initiatives to source tenders, support the preparation of proposal materials for fundraising; write program documents; and prepare and review grant and commercial contract concept notes and proposals.

The incumbent will also communicate and negotiate directly with funders and partners and represent 3ie to policymakers and researchers; and lead and/or participate in high-level events, conferences, and workshops, manage external consultants. They will also be involved in 3ie's evidence generation and dissemination activities to a limited degree as time permits, and may quality-assure 3ie-funded studies. They will contribute to the development of systems and staff capacity to manage the growth of project-funded work.

Washington, DC

The successful candidate will have significant experience and expertise in business development and familiarity with and interest in 3ie's focus on evidence generation and use. They will be called upon to supervise and mentor staff, and to establish strong collaborative relationships with 3ie personnel across all its offices, with researchers and other stakeholders in the field and with 3ie members located in low- and middle-income countries. When travel restrictions are lifted, international and domestic travel will be required, up to 10 to 20 per cent of the total time worked.

We are seeking a highly dynamic, diplomatic, and entrepreneurial individual who is comfortable taking initiative and who thrives in a matrix-managed, fast-paced environment. The incumbent will report mainly to the Director of 3ie's Washington office, and may have secondary reporting relationships with other members of 3ie's senior management team including its Executive Director.

3. Key responsibilities

3.1 New business development

- Build partnerships and facilitate collaboration that will amplify 3ie's brand in the development, evaluation, and synthesis communities;
- Engage in strategic growth and diversification of 3ie initiatives to cultivate donors, develop partnerships, write technical proposals, and support innovations in programme development;
- Develop and regularly update a comprehensive business development and marketing plan, with targeted goals, objectives, methods, quantifiable outcomes, and timelines to achieve sustainability and annual budget goals;
- Develop procedures for identifying and tracking opportunities and developing solutions to both unsolicited and formal solicitations;
- Build the capacity of 3ie staff to respond to formal solicitations;
- Lead technical contract negotiations with primes, subs, and funders; and
- Collaborate with Strategic Communications to produce and distribute quality materials that support business development and marketing goals.

3.2 Program management and operations

- Work with the senior management team to establish procedures for project management of new grants and contracts;
- Provide direct management support to a select number of grants and contracts;
- Oversee select technical engagements and provide quality assurance as necessary; and
- Recruit, onboard, manage, and supervise staff and consultants, as required, and mentor junior staff as needed.

4. Qualifications, experience, and skills

- Graduate degree or equivalent experience in a field relevant for 3ie's mission, strategy, and work streams;
- 15 or more years of professional experience doing business development work in one or more organizations working in areas where 3ie is active or in international development more broadly;

- Experience working with high-level officials in funding agencies, international organizations, private foundations and government ministries;
- Experience supporting new business activities and demonstrated ability to write technical proposals across one or more development sectors preferred;
- Experience participating in or using the results of evaluations or evidence synthesis work;
- Excellent skills in oral and written communication and in making presentations;
- Outstanding organizational skills, attention to detail, and the flexibility and willingness to adapt to shifting weekly priorities and deadlines;
- Experience working and managing staff in a matrix environment; and
- Exceptional cross-cultural skills and diplomacy, and abilities in being a strategic thinker, innovator, networker, and “field person.”

5. Eligibility

Applicants must have the right to work in the United States. In exceptional cases, we may consider a remote working arrangement.

3ie is an equal-opportunity employer committed to equality and diversity. We do not discriminate based on sex, age, religion, ethnicity, caste, sexual orientation or for being differently abled. We particularly encourage ethnic minorities and differently abled persons to apply.

6. Terms of employment

Candidates should be available to start work as soon as possible. The salary range for this position is competitive and commensurate, based on qualifications and experience.

Our policies and procedures reflect our commitment to safeguarding children and vulnerable adults from abuse. We follow a zero-tolerance policy for any form of bullying or harassment in the workplace.

7. How to apply

Please apply by e-mail to jobs@3ieimpact.org, and include Senior Manager, Business Development in the subject line. The applicant must provide, at a minimum, the following information:

- A cover letter, not exceeding one page, highlighting your qualifications and experience relevant for this post
- Curriculum vitae (not to exceed ten pages);
- Writing sample (preferably a sample of a proposal/bid, solicitation letters, marketing materials, or other relevant document that you alone authored) that highlights work you have done that is relevant to this post
- Three professional references with their contact information
- A statement in your cover letter that you have legal authorization to work in the United States.

Applications will be reviewed on a rolling basis and the position will remain open until filled. Incomplete applications will not be considered. 3ie will contact the shortlisted candidates only.