



BACKGROUND: -

TITI Foundation is a national non-governmental organization (NNGO) formed by a group of south Sudanese professionals, from varied educational background and experiences. TITI is an abbreviation of “**TOGETHER IN TRANSFORMATIONAL INITIATIVES**”- promoting progress, peace and prosperity. The organization is registered (with the South Sudan Relief and Rehabilitation Commission (SSRRC), registration number 519 under chapter 3, section 10 of the 2013 South Sudan NGO Act We have been active in South Sudan since 2016 and are committed to the safety and protection of children rights from intentional and unintentional harm. To date, we continue to offer responses for returnees, internally displaced persons (IDPs) and the host communities in need of assistance to obtain durable solutions, addressing their food security, livelihood, education, water, hygiene and sanitation, peace building and conflict mitigation and nutrition needs.

Job Description	Business development manager
Employer	TITI Foundation (TF)
Position Reports to	Executive Director
Date	23.09.2024
Closing Date	11.10.2024

The post holder will be responsible for developing high quality concept notes and proposals, in close collaboration with the Technical Advisors in the Programme Development and Quality (PDQ) team, the Program Operations team, and the Finance team, for major institutional donors in particular. The NBDM will support the Resource Mobilization and Business Development Director (RMBD Director) on strategic initiatives and will feed into the strategic planning processes, particularly on funding priorities, and fundraising plans. The post holder will support the TITI Foundation Director on the development of the Juba Response Office Funding Strategy in line with the Country Strategic Plans, and facilitate structured donor engagement, intelligence gathering, donor scoping, track and identify donor opportunities, and take ownership of all business development processes for large, competitive funding opportunities. The position requires innovative thinking and creativity to package our programme strategies in ways that attract the right donor support and grow our portfolio strategically and sustainably.

KEY AREAS OF ACCOUNTABILITY:

Proposal Development

- Lead the development of high-value or complex proposals or bids – from prepositioning, proposal development and submission – building on global, regional and national expertise, ensuring all proposals submitted are of the highest quality.
- Take primary responsibility for the drafting of high-quality concept notes and funding proposals (including log frames and budgets), serving as lead writer where required, for a variety of donors, from major institutional donors, corporate organizations, trusts, and private donors, among others.
- Develop and draft proposal documents and/or concept notes with the Technical Advisors, Operations teams, and others, as necessary.
- Track up-coming funding opportunities, donor engagement and proposal development processes providing regular updates to the Extended SMT on the status of the funding portfolio and key trends to monitor.



- Ensure the design of new opportunities meets the Inter-Agency and TITI Foundations programming standards and advise the Technical Advisors and Operations teams on quality considerations and compliance.
- Ensure full internal, Member, and sign off as per the proposal development process.
- For all assigned opportunities and proposals ensure all documents required by the donor are well written and logically structured.
- For all assigned proposals ensures language is in-line with donor priorities and reflects organizational understanding of specific sectors.
- Work closely with all Area Offices to ensure they are engaged in the proposal development process and consulted for feasibility of project deliverables.
- Participate and/or lead in key donor engagement meetings and pro-actively seek donor intelligence on prospective new opportunities or partnership.
- Cultivate business relationships with external stakeholders and potential partners for large-scale or strategic funding opportunities, either as a prime or sub-recipient in consortia.
- Support the Director to develop a comprehensive Funding Strategy against the Country Strategic Plan and operationalize the Fundraising Strategy with Members.
- Work with PDQ to develop propositional concept notes for thematic areas and cross-sectoral integration. These concepts should reflect our ambitions and new creative thinking to achieve more for children.
- Work with Members to explore the potential for private sector partnerships and other innovative ways to fundraise.
- Be a proactive member of the Extended Senior Management Team and represent the New Business Development function.
- Line manages the Proposal Development Coordinator, ensuring objectives are set on time, performance reviews are carried out and they are supported in their work.
- Provide backstopping support for the TF Director, as relevant.
- Demonstrate compliance and leadership with TF policies and practice with respect to child safeguarding, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling TF 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.
- Creates a managerial environment to lead, enable and maintain our culture of child safeguarding.

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.
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, Members and external partners and supporters.
- Works collaboratively to achieve shared goals and thrives on diversity of people and perspectives; knows when to lead and when to follow and how to ensure effective cross-boundary working.
- Communicates clearly and confidently with others to engage and influence; promotes dialogue and ensures timely and appropriate messages, building confidence and trust.
- Invests time and energy to actively develop self and others to help realize their full potential, and to build the organization's capability for the future.

Creativity:

- Applies the required technical and professional expertise to the highest standards; promotes and shares best practice within and outside the organization.
- Develops and implements innovative solutions to adapt and succeed in ever-changing and uncertain global and working environments.
- Takes effective, considered and timely decisions by gathering and evaluating relevant information from within or outside the organization.

Integrity:

- Honest, encourages openness and transparency, builds trust and confidence.
- Displays consistent excellent judgement.



QUALIFICATIONS AND EXPERIENCE

Essential

- A minimum of 5 years of experience in supporting new business development in humanitarian programmes, in particular writing of new grant submissions (proposal and/or concept notes).
- Native English language proficiency.
- Bachelor Degree in a relevant subject with relevant field experience.
- Excellent coordination and interpersonal skills with the ability to communicate and negotiate clearly and effectively at all levels.
- Excellent representation, presentation and communication skills.
- Experience in coordinating development of large-scale or strategic proposals, including the development of multi-million-dollar project budgets. experience with US and UK government programming, SIDA, DANIDA, ECHO, BMZ amongst others.
- Ability to present complex information in a succinct and compelling manner.



- Good understanding of donor compliance and reporting mechanisms and requirements.
- Good understanding of monitoring and evaluation mechanisms.
- Ability to work well under pressure and work to deadlines
- Experience of and commitment to working through systems of community participation and accountability.
- Politically and culturally sensitive with qualities of patience, tact and diplomacy.
- The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances.
- Commitment to the aims and principles of Save the Children.

Desirable

- Experience or understanding of the South Sudan Context.
- Previous experience of project management and project cycle management, including project design, implementation and evaluation.
- Experience working across organizational structures.



Confidentiality

Ensuring the non-disclosure of any information whatsoever relating to the practices and business of TF acquired in the course of duty or outside duty, to any other person or organization without authority.

Professional standards

The TF and TF workers must adhere to the values and principles outlined in TF way-standards for professional conduct. These are integrity, service and accountability. In accordance with these values, the TF operates and enforces policies on beneficiary protection from exploitation and Abuse, child safeguarding, anti-workplace harassment, fiscal integrity and anti-retaliation, combating trafficking in persons and several others.

Safeguarding policy

TITI Foundation has zero tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors and implementing partners. Safeguarding at TF is an integral to the organization values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation abuse, and harassment of any person linked to the program by both its employees and downstream partner.

Commitment on Protection from Sexual Exploitation and Abuse

The employee commits to adhere to the zero-tolerance policy of TITI foundation towards sexual exploitation and abuse and to take all necessary measures to ensure this policy is maintained and promoted. The employee commits to support all the efforts of the organization to prevent and respond to SEA allegations, in particular: Adhere to the TITI Foundation's code of conduct, prohibiting SEA, Mandatory reporting of any SEA situation the employee should become aware of the mandatory participation to all trainings and sessions on SEA organized and facilitated by TITI Foundation. The mandatory participation in good faith in any investigations or audit undertaken by the TITI Foundation following the reporting of a SEA allegation.



Equal opportunity employer

TF has an equal opportunity employer, considers all applicants on the basis of merit without regard to race, sex, nation, origin, religion sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

How to apply

Application should include updated Curriculum Vitae (CV), National ID, cover letter and Academic documents and submit to email address titifoundationss@gmail.com or Hand delivered to TITI Foundation office, are located behind a blue flag along rock city road opposite Jehovah Witness, Nyakuron West.

only Shortlisted candidate will be contacted and attach photocopies, remember no return of the any documents.

The successful candidate will be subjected to a thorough background check and satisfactory references.

Female applicants are highly encouraged to apply.

