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Linking local priorities to global challenges

BID SUPPORT MANAGER

Job details

Group	Strategy and Learning Group
Reports to	Donor Liaison Manager
Responsible for	N/A
Purpose of job	The Bid Support Manager will play a critical role in supporting the bid-proposal preparation process to help ensure proposals reach the highest professional standards and to support the achievement of IIED's fundraising strategy.
Main contacts	Internal: COO, Research Groups, Coordinators and Core Group, Team Leaders, Finance Group Accountants, Group Managers (once appointed), Business Development Group, Operations Management Team and the Strategy and Learning Group
	External: Consulting firms (as partners), NGOs, donors (e.g. multilateral and bilateral foundations) , developing country governments

Contract type	Permanent
Duration	
Hours	Full time (35 hours per week)
Location	Central London
Grade	4: £34,943 - £38,474 (up to £43,413 available to exceptional candidates) subject to experience

Context

Our new institutional strategy demands a new set of engagement strategies when it comes to donors. If we are to achieve our desired growth rate over the next five years, meet the funding needs of our ambitious strategy and increase income from a range of private sector actors, then it is clear that we must invest more heavily in identifying and building relations with new donors — both public and private — as well as broadening our relations with existing ones. At the same time, to underpin the above, we want to be increasingly effective at capturing donor intelligence.

We therefore have an overall aim of diversifying our funding and increasing the resources available to us. Three strategic objectives for the next five years guide this group of changes: a) to increase institutional fundraising to £24 million; b) to double our reserves (from £1.2 million to £2.2–£2.8 million); and c) to diversify our sources of income so that we reduce dependency on a small number of agencies.

In order to deliver on the above objectives, we are expanding our business development capacity and improving our fundraising systems. This post will play a key part not only in achieving this vision but also in supporting the Business Development function in its efforts to deliver the new strategy.

Main responsibilities

Pipeline, Proposal Development & Support

- Provide support in reviewing Bids and Proposals ensuring that they are in line with the business objectives.
- Assist in ensuring high quality financial data, analysis and commentary.
- Author standard proposal sections and editing of technical input from researchers.
- Oversee tracking IIED's proposals, reviewing and qualifying bids, and identifying key trends.
- Coordinate larger proposal submissions.
- Provide analysis on market /industry best practices through benchmarking and market trend analysis exercises.
- Repackage proposals for other donors.
- Manage proposal review meetings.
- Provide guidance and support on the structure and composition of budgets in accordance with IIED policy and donor requirements.

Funding

- Share information with our four groups about public funding calls that relate to their work as well as developing and managing the internal systems that track the progress of project and programme proposals through the institute.
- Work with donor contacts to gather early intelligence on upcoming tenders and changes to strategies or existing methods of funding.
- Review and access existing databases to ensure new proposal opportunities are being identified, assessed for relevance and distributed appropriately.
- Use existing databases to access tenders and ensure they are distributed across the organisation and SMT on a weekly basis.

Reporting and Analysis

- Produce effective reporting to provide clarity and facilitate interpretation of our historical, current and future trends, to support a timely budgeting and planning process.
- Develop and manage framework for Key Performance Indicators based on KPI plan for proposals.

Process and Training

- Co-ordinate and liaise with key stakeholders as necessary to identify and document key business and system functionality requirements.
- Manage and maintain process and user documentation, ensuring continuity throughout the business.
- Create an accessible and valuable library of reusable materials, templates and elements of proposals to enhance and facilitate future bids

Person Specification

Essential

Knowledge and Qualifications

- Degree level education and accountancy qualification ACA or ACCA (Full qualification) or Substantial QBE Bid Support experience.

Experience

- Experience of working with proposal development for successful proposals.
- Proven capacity to work on own initiative and with minimal or no supervision.
- Experience of producing and communicating frequent proposals and budgets.
- Experience of analysing financial information and interpreting it for non-financial audience.
- Awareness of the actors, institutions and issues in the sustainable development arena.

Skills/Abilities

- High level of analytical, technical and synthesis skills.
- High level of numeracy.
- Advanced IT skills, particularly Word, Excel and accountancy packages e.g. Sage 1000, CRM System and Cloud Based systems (Replicon).
- Ability to influence at a senior level.
- Excellent written and oral communication skills.
- Good interpersonal skills and an understanding of customer care principles.
- Ability to multitask, organise work effectively and meet deadlines.
- Ability to work effectively as part of a team and with a wide range of people.

Desirable

1. Experience of working with international partners or clients or an international business environment.
2. Experience of CRM and project management systems.

Behavioural competencies

Competency	Description	Level required
Communicating with impact	The ability to influence, negotiate, build awareness and create credibility with others through the use of clear and effective communication	3/2
Delivering excellence	A concern for delivering high quality work and improving performance. Consistently looks for ways to add value to colleagues, partners and stakeholders	2
Empathy	Understands and recognises the emotions of others.	3/2
Initiative	Thinks ahead and takes decisive action to make the most of opportunities and avoid future issues	3/2

Working collaboratively	A desire to work cooperatively with others to maximise the effectiveness of IIED, build knowledge and understanding and minimise duplication of effort	3/2

For more information, see IIED Competency Framework.