



JOB ADVERTISEMENT:

Business Manager

Full-time staff position based in Washington, D.C.

Salary range = \$70K to \$115K

August 2024



Introducing Integrity

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the programme and project cycle, delivering ten complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 80 deliver multi-year projects, programmes and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

VISION: To set the international standard for ethically delivered expert services in complex and challenging contexts.

MISSION: We use evidence and learning to provide trusted advice and enable change for a sustainable future.

VALUES:

- **Courage:** We work on many of the world's most complex problems. We stand against violence in all its forms. We are unafraid to stand up to illegal or unethical practices.
- **Objectivity:** We challenge conventional thinking. Our recommendations are not based on assumptions or ideology but evidence and learning.
- **Diligence:** We incorporate our best individual and collective intellect through rigour, reflection, and collaboration.
- **Accountability:** We take responsibility for the quality of our work and performance. We hold ourselves to account through clear policy and process, sustained by long-term profitability.
- **Sensitivity:** We understand the impact of our presence and our work, empathise with people's situations, and commit to do no harm.

ETHICS: Integrity upholds the highest ethical standards in our work, our employment of staff and our interaction with people. Through adherence to our core values, we ensure the best possible service, and benefit the communities amongst whom we work.

We commit to building a diverse and inclusive organisation where all feel safe and able to progress, contribute and be heard, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status.

Further information about Integrity can be found at www.integrityglobal.com.

Scope of Work

The Business Manager will support Integrity's business development initiatives while managing key internal and external relationships, holding a broad range of responsibilities across account management, consultant management, and marketing and communications. Based out of Integrity's Arlington, VA office, they will play a lead role in driving new bids and proposals, expanding our network of experts and consultants, liaising with a range of partners, clients, and sub-contractors, and growing Integrity's brand visibility and public presence.

The Business manager will collaborate with our Chief Commercial Officer and Senior Business Managers to oversee a growing pipeline that includes several prime, multi-year projects across the world. These include USAID MEL platforms, research projects, M&E assignments on implementation programs, and work for other donors, including the Department of State and the World Bank.

Terms of Reference

The ideal candidate is a dynamic and proactive individual with a proven track record in managing proposals to secure large-scale USG contracts in a competitive landscape. The Business Manager role requires strong negotiation and interpersonal skills, with the ability to work across different teams, geographies and cultures.

A. Business Development (70%)

- Support the growth and management of the USG and US-based donor BD pipeline, in line with global and regional strategies, that enables us to deliver US office financial targets on a quarterly basis.
- Track BD forecasts and support company-wide prepositioning including executing capture planning and trips, competitor mapping, consortium selection, brand and messaging, staffing, and financials.
- Serve as proposal manager on proposals from pre-positioning through to submission and handover to delivery teams, including supporting on bid strategy and the development of win themes, and leading on:
 - Bid management – development of bid plans and leadership of bid teams
 - Capture planning and trips
 - Consortium mapping and partner identification
 - Staffing
 - Compliance matrix development
 - Handover to delivery teams, including consortium and team communications
- Support the continuing development of Integrity's cost proposals through cost-based research and inputs.

- Support development of best-of-sector proposal processes including pre-positioning, thought leadership, client outreach, competitor mapping, consortium selection, technical and commercial submissions, and staffing.
- Input into the company-wide identification, recruitment, and relationship-management of best-of-sector project consultants, including dynamic and responsive teaming processes on key proposals.

B. Account Management (20%)

- Coordinate and support key client accounts in the US and globally through communications and relationship building working closely with Integrity's global workforce, in line with Integrity's account management strategy.
- Likewise, coordinate and support key client accounts globally through working closely with the Regional and Country Heads and Country Offices.
- Represent Integrity at early market engagement and other external meetings as required, asking relevant questions, networking, sourcing reference points and wider expertise in the sector.

C. Corporate Support and Management (10%)

- Support the production of corporate marketing materials, including news items for the Integrity website and social media channels.
- Compile and update relevant track records for use in Business Development and corporate marketing materials.
- Line manage select junior Integrity staff.

Your Experience and Expertise

Required:

- A Bachelor's or Master's degree in relevant social sciences field.
- A minimum of 5 years of experience with a Bachelor's degree, or 3 years with Master's degree, including at least 2 years of experience in bid management for USG donors.
- Practical knowledge of proposal and bid development processes, including drafting and coordinating inputs.
- Proven experience in managing bids for major US donors, such as USAID and the State Department.
- Experience in developing or supporting the development of cost proposals.
- Hands-on experience in building successful consortia and facilitating negotiations.
- A confident and experienced approach to representing organisations with strong brand interests.
- Experience coordinating staff and consultants across international teams.
- A well-established network of key industry contacts.
- Willingness and ability to travel at least 10% of the time.

Desirable:

- Experience working in MENA, East and Central Africa, LAC, or Asia.
- MEL experience in the international development or consultancy sectors.

Languages:

- Written and oral fluency in English, with the ability to write clear and compelling narrative.
- Proficiency in an additional language, ideally Arabic, French, Spanish, or Swahili.

Competencies

The candidate will have:

- An ownership mindset towards their responsibilities, driving opportunities forward and proactively engaging with collaborators and stakeholders
- A diplomatic and personable approach to developing and managing relationships and representing the Integrity brand.
- A considered, methodical, and intelligent approach to critically evaluating terms of reference and developing winning proposals.
- The ability to work under pressure and to tight deadlines with flexibility, efficiency and good nature.
- An ethical approach, personal integrity and a strong sense of self.

Core Competencies

You should also demonstrate the following core competencies:

Level 1: Team competencies	Level 2-4: Management competencies
<ul style="list-style-type: none"> • Ethics • Leadership • Planning and Organising • Development and Continual Learning • Results Focus and Initiative • Teamwork • Customer Orientation • Communication • Managing Change 	<ul style="list-style-type: none"> • Analytical and Flexible Thinking • Achievement Focus • Managing Resources • Teamwork and Team Leadership • Customer Orientation • Influencing • Organisational Knowledge • Organisational Alignment • Strategic Thinking • Accountability • Developing Talent

How to Apply

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply and attach a CV and Cover Letter, explaining why you are suitable for and want the role. **Applications submitted without a cover letter will not be considered.**

The closing date for applications is **30 September, 2024**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

Candidates must have the right to work in the US.

Integrity is an equal opportunities employer. We encourage applications from suitably qualified and eligible candidates, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status. We will respect your confidentiality and abide by UK / US data protection laws.

Integrity will not request consider or rely on prior salary history voluntarily provided by applicants or obtained from other sources when evaluating an applicant for employment.