



Duke University Job Description: BUSINESS DEVELOPMENT MGR, IiH and GHIC

Job Title: BUSINESS DEVELOPMENT MGR,
IiH and GHIC

Job Code: 2340

FLSA: E

Job Level: 71

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Job Family: 28

Occupational Summary

Innovations in Healthcare (IiH) is a US non-profit organization co-founded by Duke University, McKinsey & Company, and the World Economic Forum, and is hosted at Duke. It aims to improve healthcare and advance health worldwide by sourcing, strengthening, scaling, and studying the best healthcare innovations globally.

IiH collaborates closely with the Duke Global Health Innovation Center (GHIC), part of the Duke Global Health Institute (DGHI). GHIC studies and supports the scaling and adaptation of innovations and related policy reforms to address critical health challenges worldwide. It helps integrate complementary efforts across IiH, DGHI, Duke-Margolis Center for Health Policy and Duke Institute for Health Innovation, developing an academic home for faculty, staff, trainees and students working on health/healthcare innovation and policy issues globally.

IiH and GHIC seek a dynamic and proven individual to lead business development (including developing new opportunities, facilitating and writing proposals, and developing strategic collaborations), manage client/collaborator relationships, and support the organization's strategic and financial growth. The position will be based in Durham, North Carolina, and reports to the Assistant Director, Operations & Finance.

The individual will successfully raise funding and business support from national and international sources to provide capital for IiH and GHIC. Key job responsibilities include researching relevant funders, developing and facilitating proposals and processes for specific potential funders and sponsors including budgeting and pricing development, proposal writing, presentations, and contract negotiations to build beneficial relationships with funders. The successful candidate will have a proven record of managing and growing funder and strategic partner relationships over time. The successful candidate will have experience working with academic researchers and C-level executives of large and small organizations, garnering funding support from a variety of types of companies and agencies, including multi-national corporations and foundations.

Work Performed

Work with team members, Executive Director and Assistant Director, Operations & Finance to raise support from US and international sources.

Resource Development Management

- Build and strengthen relationships with current and potential funders.
- Develop and implement tracking systems for proposal process, reporting process, and ongoing interactions with funders and supporters.

Opportunity Identification

- Conduct research to identify new funders.
- Lead and support team efforts to identify and successfully respond to funding opportunities.
- Support development and management of strategic collaborations with other organizations globally.

Capture and Proposal Development

- Develop proposals and supporter relationships through responses to Requests for Proposal (RFPs) and other such instruments across a wide range of funder types (e.g., governments, multilateral agencies, multinational corporations, foundations and venture capitalists).
- Work with liH and GHIC team to develop and modify proposals as necessary. Formulate proposals, both with team members and with various groups working in global health at Duke as appropriate.
- Provide team with technical assistance and implementation work for all tasks related to identifying and applying for project and program funds. Focus on conveying the deliverables set forth for each group with clear details and critical timeframes.
- Assist team with business and project plans for proposals, including strategic business development, project monitoring and evaluation plans and cost analysis to meet proposed project needs.
- Make recommendations for developing the project plan, roles and responsibilities, and scope of work for each project with input from team members and donors themselves.
- Draft proposal narratives in collaboration with project leads, and create draft budgets to package proposals and reports appropriately.

Post-Submission Management

- Facilitate contract communications and interactions among the various parties.
- Communicate the inputs needed for negotiations.

Funder Relationship Management

- Collaborate with liH and GHIC finance personnel to track and evaluate project performance and provide recommendations for refinements in ongoing funder negotiations.
- Track and report on the status of all project funds.
- Create and maintain strong funder and supporter relationships for liH and GHIC. Establish and strengthen on-going relationships with the various parties to anticipate and resolve potential problems.
- Plan and conduct funder and other stakeholders' visits.

- Manage liH Board of Overseers and other advisory bodies for liH and GHIC to maintain strong stakeholder engagement and support business development goals.
- Link funder and other key stakeholder perspectives and relationships across liH and GHIC teams and activities.

Perform other related duties incidental to the work described herein.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Required Qualifications at this Level

Education/Training: Bachelor's Degree with a focus on writing, global health, business relations, or other related discipline.

Experience: At least five years of experience in global fundraising and business development, including multinational corporations, foundations, and public sector agencies. Demonstrated ability to engage with a wide variety of funder types and bring closure to funding negotiations. Experience and demonstrated success for fundraising desired. Corporate/foundation BD experience preferred.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

Skills: Excellent and proven writing skills, presentation abilities and relationship-building with a variety of funder types, including C-level executives. Experience and demonstrated success in managing supporter relationships and solving problems to speed acceptance of proposals. Must have excellent communication skills, demonstrated ability to manage tight deadlines and focus to complete high-quality work.

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.