

Business Development Specialist

Akros – Lusaka, Zambia



Background

Akros is a cutting edge organization that establishes data-driven systems to improve the health and well-being of disadvantaged communities. We pride ourselves in our ground-level knowledge of the service delivery systems where we work, and our ability to provide novel, lasting solutions implemented in developing regions. Akros staff members work with a broad range of donors, partners and stakeholders to pursue this mission, including USAID, UNICEF, SightSavers, government officials and traditional leaders. The breadth of Akros' projects have enabled our teams to establish working relationships at the sub-national and community levels in every province in Zambia (across nearly 40,000 villages) as well as at the central level in Angola, Botswana, Malawi, Mozambique, Namibia, South Africa, Swaziland and Zimbabwe.

Although we work across the Southern Africa region, Akros is a partnership between Akros, Inc, is registered as a small, woman-owned, business in the U.S., and Akros Research, an NGO registered in Lusaka, Zambia where the majority of Akros' employees reside and work..

Akros is seeking a Business Development Specialist to support partner engagement and bid coordination and preparation from Lusaka. S/he will work under the oversight of Akros' Director of Business Development, who is also based in Lusaka.

General Responsibilities

- Participate in proposal preparation for both Zambia-specific and regional opportunities
- Track business development efforts for the Zambia country office
- Support proposal teams to prepare technical and cost proposals for a wide range of potential clients by
- Creating the proposal schedule and keeping track of proposal progress
- Providing process leadership and expertise
- Monitoring progress against key milestones
- Assisting the Team Lead to ensure compliance with solicitation requirements
- Helping the Team Lead to develop and communicate a proposal strategy
- Ensuring that all critical tasks have been delegated to team members for action
- Undertaking technical and routine writing assignments, as required
- Assisting with costing preparation and review, as required
- Scan publicly posted business development opportunities on a routine basis to identify new opportunities for pursuit
- Assist the Director of Business Development and the Zambia Country Director to develop relationships with potential local and international partner organizations
- Participate in Informatics Research & Development meetings to better understand key principles of development informatics, and guide innovations from concept and funding stages
- Provide updates on Zambia business development efforts at the Akros regional meetings

- Archive final proposal documents and process tools
- Support the Director of Business Development to strengthen business development tools and resources and adhere to business development best practices
- Mentor individuals within the organization to enable them to better contribute to the business development process
- Support the Zambia Country Director in bid negotiation tasks and contract reviews, as needed
- Other duties as assigned

Minimum Qualifications

- Bachelors degree (required) or Masters degree (preferred) in relevant field
- 3+ years experience managing proposal preparation for global development opportunities
- Ability to lead in a multicultural environment and motivate other staff to excel
- Self-starter who will thrive through exemplifying ownership and initiative. Candidate should be highly productive and internally motivated
- Excellent technical writing skills
- Excellent skills in Excel, Word, Powerpoint
- Demonstrated ability to produce complex budgets
- Demonstrated ability to work well against complex and challenging delivery schedules
- Experience in health informatics a plus

Location, Term, and Travel

This position is based in Lusaka, Zambia, is open to either international or local candidates, and will be for a period of 12 months beginning immediately. Extensions may be available contingent upon performance and funding. This position will require roughly 10% travel.

Application Instructions

Candidates will be interviewed on a rolling basis and are encouraged to apply early. To apply, please submit a cover letter and CV with references to careers@akros.com with "Application: BD Specialist" as the email's subject line.