

Senior Director, Business Development

Summary

The Senior Director of Business Development leads the Business Development Unit in the development and execution of a vibrant organizational business strategy that nurtures collaboration and builds partnerships in line with Partners of the Americas (Partners) vision and mission. The Senior Director will secure new business opportunities with US Government (USG), corporate foundations, and other funding sources for Partners in order to build the financial sustainability of the organization, increase presence in Latin America and the Caribbean (LAC), and strengthen the Partners Network. The Senior Director oversees the business development and communications staff.

The Senior Director must have demonstrated capacity to a team in successful business development from corporations, foundations, and government agencies. Experience in developing public-private partnerships, concept papers and proposals with governments, foundations and corporations, as well as a track record of successful cultivation of donors with resulting grants and/or gifts a prerequisite. He or she must be able to make sound decisions based on precedent and procedure, multi-task well, manage program teams focused on multiple priorities, identify and solve problems effectively, and have excellent writing and presentation skills.

Specific requirements

- Bachelor's degree required. Master's degree preferred. Minimum eight years' related experience in proposal development, fundraising, and public relations.
- Strong business development skills and experience with grant and proposal development processes with public and private donors, such as USAID, U.S. Department of State, U.S. Department of Labor, foundations, corporations, foreign governments and/or other donors.
- Understanding of USG federal assistance and contracting and regulations. Familiarity with other international donors a plus.
- Experience working in an organization with a volunteer and/or network component highly preferred, along with a demonstrated understanding of the benefits and challenges that arise from this environment.
- Strong communication and interpersonal skills with a particular demonstrated ability to identify and cultivate relationships with key stakeholders.
- Significant experience developing competitive budgets/cost proposals.
- Technical experience in one of more of the fields of education, economic development, child protection, human and environmental health and global citizenship preferable.
- Demonstrated understanding of, and experience with, information technology and digital development.
- Experience in organizational communications preferable, including external relations and brand management.
- Solid problem solving ability, outstanding interpersonal skills, and high energy and enthusiasm.
- Excellent oral and written skills in English and Spanish; Portuguese and/or French not required but encouraged.
- Prior work/travel in Latin America and/or other regions with a focus on international programs.



- Ability to interact with stakeholders with cultural sensitivity fostering a supportive environment in person and in all forms of correspondence.
- High proficiency in Microsoft Office Suite.

The Senior Director of Business Development functions include:

- Lead Partners' Business Development Unit to gather intelligence on funding opportunities, strategically engage stakeholders, increase visibility of Partners' programs and impact, and develop innovative ideas, as well as provide expertise and oversight in the development of concept papers and proposals.
- Work with Partners' management and technical staff to identify and pursue opportunities.
- Champion Partners' ability to implement impactful programs, and deepen the organization's exposure before current and prospective donors including private sector entities, foundations, and government agencies.
- Cultivate and maintain positive relationships with key stakeholders, including USG donors, embassies, government officials, private foundations, organizations, corporations, colleges and universities, and individuals from across the hemisphere.
- Maintain compliance with Partners controls and proposal processes and procedures, and troubleshoot issues as needed.
- Develop yearly Business Development goals that align with Partners' overall strategic goals.
- Develop reports for the Board, donors, and staff as needed.

The above job description is an overview of the functions and requirements for this position. This document is not intended to be an exhaustive list encompassing every duty and requirement of this position; additional duties may be assigned as deemed necessary.

This is a full-time position in our Washington, DC office with occasional travel. The Senior Director of Business Development will report to the President/CEO.

To Apply

Interested candidates must submit a resume and cover letter to the Executive Administrative Officer, Renata Torres, at RTorres@Partners.net. Only finalists will be contacted. Partners is an Equal Opportunity Employer.

Partners of the Americas' mission is to connect people and organizations across borders to serve and to change lives through lasting partnerships. Inspired by President Kennedy and founded in 1964 under the Alliance for Progress, Partners is a nonprofit, non-partisan organization with international offices in Washington, DC.