



**Qualifications  
Development  
Bank**

# JOB DESCRIPTION OF

Business Development Section Manager/CODE QDB- BDDSM 21-02

**Human Resources**  
**[Business Development Department]**

07 August 2023

### POSITION INFORMATION

<b>JOB TITLE</b>	Business Development Section Manager
<b>BUSINESS UNIT</b>	Business development & Accreditation

### REPORTING STRUCTURE

<b>REPORTS TO</b>	▪ Operation manager		
<b>DIRECT REPORTS</b>	▪ BD Officer, Senior BD Officer, BD Executive		
<b>RESPONSIBLE FOR</b>	▪ Maintaining and developing business	▪ Centre/School Accreditation Management	▪ Account Management & Operations

### CROSS WORK RELATIONS

<b>INTERNAL RELATIONS</b>	▪ All departments
<b>EXTERNAL RELATIONS</b>	▪ Training centers, schools, business community, NGOs, Government, International awarding bodies.

### OBJECTIVE(S) OF THE POSITION

▪ Lead the department's development strategy to achieve the objectives set as per the business goals and objectives as well as, guide the team into developing solid and diversified business development approaches to ensure department performance excellence hence, the organization's business success and growth
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### DUTIES & RESPONSIBILITIES

#### Planning

- **Guide** the team on conducting the positioning strategy and tactics needed to approach each of the identified target channels, and develop the required tools and templates, in coordination with the marketing team.
- **Ensure** a solid understanding of the different business development strategies and **guide** the team on proactively approaching different fundraising channels and target segments.
- **Break down** the department Business Development annual plan into actionable items, achievable objectives & targets for on-ground implementation (breakdown of customers/ projects/ fund sources/etc.)
- In coordination with the marketing team, **decide** on the tools, techniques & templates required to reach new potential segments & business partners.

#### Business Development

- **Manage** clients scoping meetings to clearly classify the project & fund requirements to clearly identify and agree on the project's scope, needs, and budget and build the technical and financial proposal accordingly.

- **Guide** the team to apply structured methodologies and procedures to develop technical and financial proposals, review to ensure feasibility, and ensure on-time applications' submission as per QDB/City and Guilds policies and guidelines.
- **Develop** customized sales strategies addressing each target segment according to their needs while ensuring business partners' requirements.
- **Review** and **finalize** business proposal drafts for the review of BD& Ac Manager.
- **Supervise** the contractual agreements development with the team, **guide** and **review** the process to ensure alignment with partners and protection of the organization's rights.
- **Guide** and **supervise** the team to prepare open bid applications, and review them before submission, ensuring adherence to bid submission prerequisites and deadlines.

#### **Corporate and Managerial responsibilities:**

- **Deliver** the assigned strategic initiatives as per the identified project requirements and supervise the team to ensure the proper delivery of their assigned initiatives.
- **Act as the mentor and coach** for supervised teams, set their development objectives and plans and provide continuous support, feedback, and advice to help the team achieve their development objectives.

#### **KEY COMPETENCIES**

- Integrated Learning & Quality Focus.
- Writing and Reporting.
- Communication and Networking.
- Planning and Focus on Results.
- Adaptability & Dealing with Ambiguity.
- Researching & analyzing and problem-solving.
- Challenging and Changing the Status-quo.
- Leading and Mentorship.
- Decision Making.

#### **KEY COMPETENCIES**

- B. Sc. In relevant degree preferably, Business Administration or relevant degree and/or similar certificate.
- 7- 10 years of experience in business consultancy, business development, sales, Proposal writing
- Proficiency in MS Office Suite with excellence in PowerPoint.
- Excellent command of English and Arabic language C1(written and spoken).
- Experience in managing team members.

#### **Working Condition**

- The position's Work duties and responsibilities will require mostly out of the Office & field visits including travel to some governorates inside Egypt.