



**Qualifications  
Development  
Bank.**

# JOB DESCRIPTION

Grant Officer /QDB – BDDE21-05

**Human Resources**  
Business Development Department

07 August 2023

### POSITION INFORMATION

<b>JOB TITLE</b>	Grant Officer
<b>BUSINESS UNIT</b>	Business Development & Accreditation

### REPORTING STRUCTURE

<b>REPORTS TO</b>	▪ Business Development Section Manager		
<b>RESPONSIBLE FOR</b>	▪ Maintaining and developing business	▪ Proposal writing & Fundraising	▪ Account Management & Operations

### CROSS WORK RELATIONS

<b>INTERNAL RELATIONS</b>	▪ All departments
<b>EXTERNAL RELATIONS</b>	▪ Training centers, schools, similar business communities, NGOs, Government, and international awarding bodies.

### OBJECTIVE(S) OF THE POSITION

- To grow QDB business by ensuring profitability assisting in growing QDB business channels, Fundraising, and contributing to the department's planning and operations through participating in the right positioning of products and services, monitoring market trends, promoting QDB's competitive advantage, and mitigating risks.

### DUTIES & RESPONSIBILITIES

#### Business Development:

- **Under guidance; Search and gather** the required information in developing the positioning strategy and tactics needed to identify identified target channels with the help of the team.
- **Support in searching for** different target segments/ channels and leads and understand business development strategies to contact different fundraising channels and target segments with the help of tools, techniques, and templates presented.
- read the annual business plan, accordingly, collect information on potential customers/ projects/ fund sources/etc. to be validated.
- **Search** to locate potential customers, projects, and fund leads as per the developed annual plan.

#### Business Development:

- **Attend** scoping meetings with clients, and project partners along with the team, and **write** meeting minutes.
- **Follow the** methodologies and procedures to **assist in writing** detailed technical and financial proposals stating the estimated budget. **support** business partners to facilitate the timely submission of applications according to policies and guidelines of QDB/City and Guilds.
- **Search for different** sales strategies to list different target segments and potential partners.

- **Participate in gathering information to write** tailored technical, and financial proposals to properly present the organization in coordination with the team, stating mutual benefits.
- **Search for** bidding opportunities, announcements, and donor trends, assist in application filling, and required documents for review.
- **Assist in operations, register** learners' data on the QDB database/learning platform, and support in updating the registration of City and Guilds' customer system.
- **Deliver** the assigned strategic initiatives as per the identified project requirements.

#### KEY COMPETENCIES

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

#### QUALIFICATIONS

- B. Sc. degree in a relevant field preferably, Business Administration or a relevant degree and/or similar certificate.
- 1-3 years of experience in NGO Fundraising, grant management, and Proposal writing.
- Proficiency in MS Office.
- Excellent command of English and Arabic language (written and spoken ).

#### 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.