

TITLE: New Business Development (NBD) / Proposal Development Coordinator	
TEAM/PROGRAMME: Impact & Influencing (I&I)	LOCATION: Istanbul or Hatay / Türkiye
GRADE:	CONTRACT LENGTH: Until 31/12/2025 with a possibility of extension
CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programmes; or are visiting country programmes; or because they are responsible for implementing the police checking/vetting process staff.	
ROLE PURPOSE: The New Business Development (NBD) Coordinator will support the I&I Director and other country programme staff to grow Save the Children's funding and partnerships in order to resource the Country Strategic Plan. To achieve the country's programme ambitions in line with Save the Children (SC)'s Global Breakthroughs, the NBD Coordinator will be responsible for coordinating the proposal development process, contributing to the development and implementation of the country's funding strategy and donor engagement plan, and maintaining regular communication with Save the Children Members and Global Business Partners – Resource Mobilisation, Comms & Engagement Unit. S/he will also be responsible for supporting the design of quality proposals, coordinating inputs from technical, operational, and financial teams, and contributing to planning for key strategic opportunities, ensuring the final product is responsive, competitive, and timely. The role will serve as the primary focal point for day-to-day business development activities within the country office and will work closely with programme teams to support portfolio growth, donor engagement, and strategic partnerships. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to adjust working hours accordingly.	
SCOPE OF ROLE: Reports to: Director of Impact and Influencing Dotted Line: MENAEE Business Partners – Resource Mobilisation, Comms & Engagement Unit Staff Reporting to this Post: None or 1 direct line (NBD Assistant) depending on the resources Key working relationships: Acts as day-to-day focal point with the MENAEE Programme Funding Resource Mobilisation team/ Business Partners, ensuring appropriate coordination between SC Member Offices and the Türkiye Country Office (CO). Engages with CO Senior Management Team (SMT), Finance, Awards, Technical Experts/Operations teams, and other necessary stakeholders to coordinate strategic resource mobilization across the CO.	
KEY AREAS OF ACCOUNTABILITY Planning and Donor Engagement – 15%	

- Support the development and implementation of the Country Funding Strategy and Donor Engagement Plan in alignment with the Country Strategic Plan.
- Proactively work with the regional MENAEE Programme Funding Resource Mobilisation team/ Business Partners to drive improvement in strategic portfolio planning across the movement.
- Act as a key liaison with SC Members and the MENAEE Programme Funding Resource Mobilisation team/ Business Partners on funding priorities, opportunity tracking, and resource mobilisation efforts.
- Drive and accelerate sustainable portfolio growth for Save the Children within the region, working in alignment with the global funding strategy
- Participate in regional/global New Business Development/ Resource Mobilisation Communities of Practice and support the integration of best practices into country-level systems and processes.
- Contribute to internal learning efforts to improve future business development processes and strategies.
- Support strategic planning and operational processes and tools that achieve high quality award portfolios.
- Understand and effectively communicate the country's pipeline and priority funding gaps, as agreed with I&I Director and country SMT. These may include thematic/programme gaps, co-financing gaps, and operational sustainability gaps.
- Establish continuous learning efforts to implement best practices and learn from process so future NBD efforts are improved.

Donor and Partner Relationship Management – 15%

- Support the I&I Director and technical leads in maintaining relationships with key donors, partners, and stakeholders in-country.
- Proactively engage with SC members and donors at country level in order to facilitate technical programme exchanges, influence policy and thinking, and identify key areas of potential cooperation, including programme funding.
- Represent Save the Children in donor and member meetings, as appropriate, to exchange information and explore potential areas of collaboration.
- Lead in the planning and tracking of donor engagement activities and ensure stakeholder information is updated and accessible for teams.
- Ensure teams have best practice approach and system to planning and undertaking stakeholder engagement with identified prospects and ongoing key partnerships.

Capture Planning and Opportunity Preparation – 20%

- Lead the coordination of capture planning processes for key funding opportunities, including donor intelligence gathering, competitor analysis, and partner mapping.
- Facilitate conversations with I&I, TEs, and Programme Operations teams to gather intelligence, assess competitiveness
- Facilitate internal Go/No-Go decision-making processes with input from relevant departments (I&I, Programme Operations, Finance etc).
- Maintain and regularly update systems and tools to track upcoming opportunities and inform proactive planning.

Proposal Development – 45%

- Coordinate the end-to-end proposal development process, ensuring timely inputs from I&I, Technical Experts, Finance, Programme Operations, HR, and Security teams.

- Draft key sections of the proposals that are standard inputs – such as capability statements, country context, and programme experience, while drawing on the expertise of technical specialists, MEAL, Programme Operations, Finance, HR and Government Relations, Safety and Access.
- Review, polish and edit technical sections of proposals.
- Ensure overall proposal quality, including logical flow and clarity of writing, one voice, and provide copy-editing for proposals.
- Maintain repository of activity descriptions, capacity statements, and other relevant writing selections which can be utilized for proposal development.
- Collaborate with the Finance team to ensure accurate and compliant proposal budgets are developed and aligned with narrative content.

Knowledge Management and Learning – 5%

- Ensure that proposal documents, donor guidance, templates, and key learning materials are accessible to relevant staff.
- Maintain a well-organised archive of proposals and donor documents and support after-action reviews to capture learning from proposal processes.
- Ensure that funding/opportunity tracker, Award Management System (AMS), Information Management and Evidence (PRIME) system are updated regularly within the NBD area of responsibility, liaising with Awards, Member focal points, and other departments as needed.
- Contribute to continuous improvement of internal systems and tools related to funding processes.

Humanitarian Response – Based on needs

- Support strategic resource mobilisation efforts in emergency response situations (Category 1 & 2), in coordination with the I&I Director and response leadership teams.
- Be available for surge support during the early phase of a major emergency if needed.

BEHAVIOURS (Values in Practice)

Accountability:

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

<ul style="list-style-type: none"> • honest, encourages openness and transparency; demonstrates highest levels of integrity
<p>QUALIFICATIONS</p> <p>Background in business development, donor and relationship management, strategic portfolio analysis and planning, and change management required.</p>
<p>EXPERIENCE AND SKILLS</p> <p><i>Required</i></p> <ul style="list-style-type: none"> • Demonstrated experience in coordinating and facilitating the development of major project proposals and proposal budgets to institutional donors, multilateral agencies, corporate donors, and/or foundations. • INGO, NGO, or nonprofit experience and an excellent grasp of operational issues. • Demonstrated ability to solve complex issues through critical thinking, analysis, definition of a clear way forward and ensuring buy in. • A high degree of attention to detail and the ability to lead key tasks (eg. proposal development) to on-time completion under significant pressure. • Highly developed networking skills and ability to form productive working relationships with a wide range of internal colleagues and stakeholders (eg. programme, technical, awards, compliance, finance, programme operations). • Good personal organisational skills, including time management, and ability to meet deadlines and work under pressure. • Well-developed interpersonal and communication skills including communicating with impact, influencing, negotiation, and coaching. • A high degree of flexibility and adaptability in order to respond to changing needs. Ability and willingness to change work practices and hours in the event of major emergencies including travelling at short notice and for extended periods of time. • Experience in project and change management related to organisational development projects and international, cross-functional teams with a proven history of delivering results. • Fluency in English and Turkish. <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Familiarity with local context and funding landscape. • Proven ability to write persuasive, competitive, and compliant narrative proposals for institutional donors. • A detailed understanding on funding mechanisms for development work such as Save the Children's.
<p>Additional job responsibilities</p> <p>The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.</p>
<p>Equal Opportunities</p> <p>The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.</p>
<p>Child Safeguarding:</p> <p>We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.</p>
<p>Safeguarding our Staff:</p> <p>The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.</p>
<p>Health and Safety</p>

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by: Volkan Piriñçi

Date: 02/04/20205

JD agreed by:

Date:

Updated By:

Date:

Evaluated:

Date: