

DEVELOPMENT MANAGER – vacant position

BPN stands for Business Professionals Network. It is a Swiss Non-profit organization which strives to support the development of Small and Medium sized Enterprises (SMEs), in order to create jobs and fight poverty. BPN provides Coaching, Capacity building as well as networking opportunities to SMEs so they can grow their businesses sustainably.

I. JOB OVERVIEW

The Development Manager takes on responsibilities to generate financial resources for BPN Rwanda through bid submission, grants acquisition, and efficient implementation & monitoring of BPN Rwanda projects while remaining aligned with the strategy, commitments and goals of BPN Rwanda.

Similarly, the Development Manager is responsible for identifying potential partners and representing BPN Rwanda in media, meeting and events with donor organizations.

Lastly, the Development Manager is responsible for cultivating and maintaining relationships among business partners along with strategies development to increase BPN Rwanda revenue through partnerships and fundraising.

II. Key responsibilities:

a. Partnerships and fundraising (40%):

- Lobby for fund acquisition from both local and international partners and manage the fundraising process.
- Identify and source partnership opportunities
- Bid on tenders which are aligned with BPN Rwanda services, vision and values
- Collaborate with senior management to align BPN Rwanda internal goals with new and existing partner relationships
- Negotiate and finalize deals in accordance with company's contract guidelines and policies
- Coordinate and plan fundraising events

b. Projects planning (15%):

- Define and ensure implementation of new projects: objectives, project scope, roles & responsibilities, resources requirement, availability and allocation – both internal and third party.
- Pitch the idea of a project, make sure the project is sound and elaborate a proposal/bid where necessary.
- Champion and manage new projects to create stronger partnerships.
- Prepare a detailed project plan to schedule key project milestones, work streams & activities.
- Identify and mitigate potential risks.

c. Projects budget management (10%):

- Outline a budget based on requirements and tracking costs to deliver project on budget.

- Assign a cost to several areas of the project
- Monitor the cash inflow of several projects and ensure that resources are managed as per the stipulated budget.
- Establish a realistic budget for events and account for anticipated fundraising outcomes

d. Stakeholder management (15%):

- Managing the relationship and communication with the client and all stakeholders, ensuring the project is delivered to their satisfaction.
- Keep a great ongoing relationships with current partners and offer new ways to grow the partnership
- Liaise with partners to respond to their requirements, communicate needs and create synergy.
- Track deliverables and lead quality assurance

e. Monitoring, reporting and documentation (10%):

- Manage delivery of the project according to the agreed plan with the stakeholder
- Analyze and report on ongoing projects, forecast for strategic changes and report on key metrics.
- Monitor and present to stakeholders reports on progress as well as problems and solutions
- Implement and manage change when necessary to meet project outputs
- Evaluate and assess the result of the project
- Ensure that all data and reports are entered in CRM consistently and timely.
- Do publications related to entrepreneurship

f. Communication (10%):

- Create, implement and oversee communications programs that effectively describe and promote BPN Rwanda services.
- Develop and implement effective communication strategies that build customer loyalty programs, brand awareness, and customer satisfaction
- Promote fundraising events using flyers, advertisements and digital marketing outreach

III. Skills, Qualifications and Experience

Education

- Master's degree in Project Management, Business Administration or any other related field.
- Project Management qualification is a plus.

Experience

- At least 5 years related experience in Project management, strategic planning, risk management, change management or any other related field
- At least 3 years' experience in fundraising, sales and/or communication fields.

Attitude

At BPN we expect every employee to proactively practice, nurture and strengthen the following key aspects of his or her working attitude:

- Have a learning attitude
- Be an active listener
- Communicate appropriately both verbally and in writing
- Be the driver of your own development process
- Strive to perform and deliver beyond strict job content

Key competencies:

- Project planning, risk management, time management and other project management skills
- High networking aptitude and great negotiation skills
- Grant writing skills
- Strategic thinker, problem solver and conflict resolution skills
- A wide degree of creativity and latitude
- Analytical skills are necessary in order to correctly identify risks and solve any problems which may arise throughout the project.
- Business & commercial acumen and excellent stakeholder management skills
- Fluent in English and Kinyarwanda (excellent writing and oral skills)
- Ability to plan and organize events, monitoring time-schedules.
- Proficiency in project management software tools and having digital oriented skills.
- Knowledge of modern business communication, including style and format of letters, memoranda, minutes, and reports.

Place of work

- Kacyiru, Kigali
- Readiness to travel across the country

Application process:

- **Application link:** <https://lnkd.in/g6t2Szf>
- **Deadline:** 19th November 2022

Please note that due to high demand; only shortlisted candidates will be contacted.