



Job Title	Director of Programmes and Business Development
Type of Contract	One year fixed term contract
Salary	£45-55,000 p.a.
Line Manager	CEO
Location	Remote, preferably based in the UK or US

About Shabaka

Shabaka is a diaspora-led-organisation focused on the role of diaspora and migrants in humanitarian preparedness, response and recovery. Shabaka specialises in research, policy, and practice which contributes to knowledge on the role of diaspora and migrants in humanitarian action. We provide information and insights to local, national, and international stakeholders on how diaspora communities back local actors' first response to a humanitarian crisis and their transition to recovery and longer term development.

Purpose and summary of the role

You will lead the planning, delivery, and closure of various projects and consultancies within a humanitarian context. You will lead Shabaka's business development, identifying and securing sustainable income to deliver an ambitious strategy. As a business development, project and consultancy management expert, you will be highly organised and focused on quality delivery and able to work in partnership with a range of stakeholders. You will share the overall leadership and management of Shabaka as a member of the Senior Management Team under the leadership of the CEO.

Key responsibilities and accountabilities

Strategic leadership

- Lead the development, planning, and implementation of Shabaka's business development strategy which identifies and secures income, projects, and consultancies in line with Shabaka's strategy.
- Lead the management of consultancies and projects from proposal to implementation and closure to the required standards and in line with contractual obligations.
- Identify, develop, and nurture the strategic partnerships and relationships required to deliver Shabaka's business development, projects, and consultancies.

Leading and managing the organisation

- An active member of the Shabaka Senior Management Team
- Lead the management of Shabaka's pipeline, consultancy and project portfolio working closely with the Programme and Project Managers
- Lead an effective and motivated business development, project and consultancy team which meets the standards and quality required.

- Accountable for the planning, delivery and closure of Shabaka’s portfolio of projects and consultancies in line with contractual requirements
- Proactively identify and develop new business opportunities
- Create a positive and cross functional team culture in which our people thrive and excel, providing clear direction, decision making and support.
- Ensure that the business development, consultancy and project team has the systems, policies and culture in place to maximise the potential of staff and consultants in line with current and future organisational needs

External representation and profile

- Act as an ambassador for Shabaka to create networks and scan the horizon for opportunities to present, engage, educate and showcase the work Shabaka does and the value it adds
- Identify and develop relationships with potential clients and partners which will lead to new business opportunities
- Develop and nurture strategic relations with existing and potential stakeholders and donors within the humanitarian, migration, and diaspora sectors
- Communicate and present Shabaka's research and learning with a range of stakeholders
- Represent Shabaka at external events

NB: This job description reflects the current position and may change in emphasis or detail in the light of subsequent developments.

Person specification

Skills and experience

- Significant experience of leading and managing a complex and diverse portfolio of projects and consultancies including pipeline and budgets
- Demonstrable experience of identifying opportunities for business development, raising the profile of the organisation and new work, and scaling up of ongoing work
- Experience and/or understanding of project and consultancy management in diaspora, migrant and/or humanitarian contexts.
- Experience of developing a strategic portfolio of consultancies and projects aligned with organisational priorities and strategy
 - Knowledge of potential client, donor, and policy maker requirements and priorities in the humanitarian sector

Competencies

- Able to build effective working relationships to foster learning, innovation, good practice, and income generation.
- Excellent written and verbal communications skills
- Able to engage, network and connect with a variety of stakeholders
- Excellent negotiation skills
- Excellent financial and budget management skills
- Lived experience of working on diaspora, development and/or humanitarianism would be considered an asset.
- An entrepreneurial mind-set with the ability of identify and galvanise others to seize new opportunities
- A leadership style which encourages collaboration, innovation, accountability and action
- Emotional intelligence, resilience and an ability to encourage collaborative and transparent working relationships

How to apply

Apply with an up-to-date CV and a cover letter of no more than two pages by Monday 11th December 2023 to info@shabaka.org

Interviews will be held on Friday 15th December

