

Job Description



Business Development Associate

Job Title / Business Development Associate

Location / London, UK or Washington, DC

Contract Length / Permanent

Contract Type / Full-time, or part-time through job sharing

Start Date / ASAP

Salary / £30,000 - £42,000 / \$45,000 - \$70,000

Moonshot believes that marginalized people in society — including minority ethnic people, people from working class backgrounds, women, Disabled and LGBTQIA+ people — must be centered in the work we do. We strongly encourage applications from people with these identities or who are members of other communities who are currently underrepresented in our workforce. We know a diverse workforce will enable us to understand drivers behind violent extremism and online harms in an in-depth way and do better work to counter them.

About Moonshot

Moonshot is a social enterprise which specialises in disrupting and reducing online harms across the globe. We currently operate in more than 28 countries across different forms of violent extremism, disinformation, and other public safety issues, such as gender-based violence. We use data-proven techniques to ensure our clients respond effectively, and our work ranges from targeted intervention programmes, software development and digital capacity building, to leading global counter-messaging campaigns, and monitoring and evaluation.

We do this through

- Finding new ways to reach individuals at risk of involvement in violent extremism and other forms of violence.
- Working across different violent extremist ideologies and public safety issues.
- Collaborating with partners and working for clients including governments, NGOs and private sector organisations from across the globe.
- Building a multifaceted team with a diversity of backgrounds, both professional and academic, including international development, policing, communications, psychology, data science and software engineering.
- Investing in the research and development of new technologies and methodologies to counter extremism, misinformation, and other public safety issues.

Working at Moonshot

We're growing quickly, have big ambitions, and high expectations of our staff. Our dedication to finding effective responses and leading innovation means that our work environment is fast-paced, dynamic and creative. We match this by offering our staff access to a range of learning and development options, scope to advance personal subject-matter expertise, and opportunities for career progression.

Our staff say they value

Our shared sense of purpose / working as a team to find new solutions to global challenges.

Personal development opportunities / a chance to learn new things and get even better at what you already do.

Our ideas-driven culture / opportunities to work with creativity and autonomy whatever your position in our organisation.

The diversity of thought / working with staff from a wide range of personal and professional backgrounds.

Open and collaborative working / being part of a team who support each other to achieve great results.

Inclusivity

Moonshot values the diversity of our team, and is committed to ensuring our workplace is inclusive. We are determined to ensure that our applicants and employees receive no less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race.

We recognise that our staff have different requirements based on their circumstances, and we are committed to providing a workplace that caters for these, including flexible working time to allow for caring responsibilities and remote working arrangements and work space adjustments to accommodate people with disabilities and other health conditions.

Job Description



Business Development Associate

About the role

Moonshot is currently recruiting a Business Development Associate to support our global BD efforts. This role will be based in either our London, UK office, or our new Washington, DC office. We encourage applications from those interested in transatlantic job sharing.

The Business Development Associate will drive Moonshot's growth by supporting the implementation of our business development strategy, identifying new business opportunities, and managing our CRM systems.

Your responsibilities will include

- Collating and maintaining client information in the CRM database.
- Develop and maintain our contact and opportunity pipeline management process.
- Support reporting to Moonshot's leadership and board.
- Identify and triage new opportunities globally across a range of thematic areas.
- Support the writing of new proposals, bids, and other materials.
- Cultivating strong relationships with new clients, while maintaining existing client relationships.
- Ability to manage multiple projects concurrently and meet deadlines.
- Collaborate on implementing special internal projects and drafting publications.
- Building capacity across Moonshot's staff on business development processes.
- Other activities, as required.

Requirements

Essential

- Experience with CRM systems and databases.
- Excellent analytical, writing, communication and reporting skills.
- Demonstrable experience of collaborating across teams and building trusted relationships.
- Interest in online harms (including violent extremism, disinformation, gender-based violence, human trafficking, among others).
- Proven ability to think strategically and creatively about new opportunities.
- Ability to work under pressure, taking action and getting things done.
- In addition, we require and will check on candidates' eligibility to work in either the US or the UK.

Desirable

- Experience of writing proposals and supporting teams in responding to opportunities at short notice.
- Experience working with organisations with public sector clients.
- Experience of work on online harms, including knowledge of ethics, data privacy, and security challenges related to this field of work.

Generous benefits package upon offer

- Individually-tailored training and skills development package.
- 30 days paid leave per annum.
- Private healthcare package, including coverage for partners and children.
- Generous maternity and paternity package.

Application process

Please apply for this role here with a CV and cover letter. Your cover letter should not exceed two pages and must answer the following questions:

Why do you want to work for Moonshot?

How do you meet the requirements of this role?

Applications without a cover letter will not be considered.

[Click to apply](#)