

Business Development Manager

Job Title - **Business Development Manager**

Location - **London**

Contract Length - **Permanent**

Employment Type - **Full time**

Start Date - **ASAP**

Salary - **£50,000 - £60,000 depending on experience**

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 the role

The Business Development Manager (BDM) will primarily support and work under the direction of the Vice President, Business Development in leading new business development activities. The BDM will also work in collaboration with Moonshot's technical teams to provide cross-cutting coordination on strategic capture and proposal development activities.

They will contribute to research and analysis of opportunities at the donor, industry and country levels; and, lead bid-no-bid analytics. As the proposal manager, the BDM is responsible for leading high-performance proposal teams, effective liaison with partners; and ensuring the submission of compliant, high-quality bids. The BDM will also support the day-to-day management of BD operations and systems, client outreach/marketing efforts and support corporate-wide BD training and mentoring activities.

Your responsibilities will include

- Provide support to the Vice President of Business Development in executing the company's new business agenda.
- Support and lead capture planning and research and development activities.
- Manage proposal development for bids, including the comprehensive pre-positioning for proposals and managing live proposals, ensuring that proposals meet funder compliance and Moonshot's quality assurance standards.
- Gather technical input and competitive intelligence from Moonshot's technical teams, partners, subject matter specialists, and other resource persons.
- Liaison with Moonshot's technical leads, partners and consultants to conceptualise and design proposals.
- Work in collaboration with technical recruiters and the budget team on bids.
- Support bid-no-bid analysis and decision making.
- Support the facilitation of strategic partnerships with other partners.
- Coordinate teaming agreements, memoranda of understanding, and other institutional agreements with partners; and help negotiate partnership arrangements and budgets.

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- Maintain accurate business development opportunities trackers and assist with analysis of proposal development data; maintain accurate and timely electronic files; and ensure that relevant information is accessible to and circulated to the portfolio members.
- Monitor and share information about new opportunities, donor funding trends, and relevant country information from outside sources of news.
- As appropriate, draft sections of proposals, expressions of interest, sources sought and request for information.
- Serve as editor and proofreader of BD/marketing and proposal content as necessary.
- Supervise, mentor, and guide BD Coordinators in supporting new business development.
- Mentor and support staff training and orientations on new business best practices, processes, and procedures.
- Other activities, as required.

Requirements

- Entrepreneurial and persistent.
- Demonstrated experience designing, implementing and managing business development strategy.
- Experience successfully bidding for large and complex government projects at short notice.
- Experience developing detailed budgets at short notice.
- Experience managing CRM systems such as Salesforce.
- A desire to work in an organisation dedicated to countering violent extremism and a willingness to learn quickly about the topic.
- Excellent communication, interpersonal and team building skills.
- Excellent planning and time management skills. Ability to multi-task with ease, adapting to frequently changing priorities.
- Ability to work efficiently under pressure and maintain quality, detail and organisation across multiple assignments.
- Ability to supervise a team, building strong team relationships with HQ.
- Excellent writing skills.
- Analytically focused, visionary and energetic.
- Candidates will be expected to undertake DBS checks and pass any relevant security clearance procedures per the needs of clients.

Desirable

- Knowledgeable and experience in the areas any of the following areas a plus: online harms; behaviour change communication; international development; civil society, stabilisation and resilience and countering violent extremism.
- BD experience with other major public and private sector international organisations is highly desirable.
- Fluency in languages other than English, in particular Arabic, French or Spanish.
- Ability to travel internationally.

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.

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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.

Moonshot Values that drive and guide our work each and every day:

- **Optimism** - We are ambitious and daring about our ability to impact global problems with innovative solutions, and positive about people's ability to change. We value joy, while pursuing a serious mission.
- **Kindness** - We recognise the unique value of every single member of our team. We care for and support our colleagues, and cultivate a safe working environment for all. We empathise with victims of online harms as well as those at risk of perpetrating them.
- **Authenticity** - We root our work in evidence, and see the humanity behind online harms. We remember the people behind the data points. As we navigate fast-changing trends and increasingly complex environments, we stay true to our mission: one based on creativity, integrity, and hope.
- **Accountability** - We push ourselves to be personally responsible and hold ourselves and others to account in our work; we believe that trust and challenge can co-exist. When we make mistakes, we acknowledge them and find ways to improve. We provide autonomy and opportunity to our team as a pathway to personal growth and collective excellence. We incorporate ethics in all aspects of our decision making.
- **Excellence** - We use our deep regional knowledge and subject matter expertise to deliver high quality work. Where we don't have the knowledge or skills, we find those who do, and build collaborative partnerships.
- **Equality** - We recognise the harms caused by racial inequality and gender inequality globally and especially in our own sector. We commit to our own ongoing education. We actively take steps to dismantle these, and other forms of inequality, through our internal policies and through the delivery of inclusive, ethical and effective programming.

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.

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Benefits package

- Individually tailored training and skills development package.
- 30 days paid leave per annum.
- Private healthcare package, including coverage for partners and children.
- Employee Assistance Programme providing access to mental health support.
- Generous maternity and paternity package.

Application process

To apply for this role please submit your 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.

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