



Innovative Change Collaborative  
Services Pvt. Ltd.

## **Position: Manager- Business Development (BD)**

**Location: New Delhi (with frequent travel)**

**Innovative Change Collaborative Services Pvt. Ltd. (ICCSPL)** is a value driven social development consulting firm providing technical and knowledge support to organizations to ensure lasting social impact. Through our basket of services, we enable foundations, non-profits, corporates, governments, and social enterprises in India to achieve sustainable development in a just and dignified manner. To know more about it please visit [www.iccspl.com](http://www.iccspl.com)

### **Job Purpose:**

Reporting to the Chief Executive Officer, the Business Development Manager (BDM) shall primarily be responsible for mobilising funds and other resources for ICCSPL and its group organisations, programs and projects. This includes and not limited to consultancies and long term grants.

### **Internal Contacts**

In addition to working under the direct supervision of the CEO Manager-BD, will work collaboratively with other technical and functional managers (including Program and Finance Managers, HR Manager) towards aggressive resource mobilization to support the organisation's goals.

### **External Contacts**

The position holder will also have significant contact and interaction with donor's agencies, resource mobilization networks/groups, and appropriate government and private sector agencies to facilitate resource mobilization/business development agendas.

### **Key Job Responsibilities:**

#### **A) Donor Development:**

- (1) Carry out donor policy analysis including CSR policies of companies with focus on gaining a thorough understanding of their funding approaches and programs.
- (2) Research/track local donors to find out which organizations or institutions receive their funding
- (3) Document and regularly update records of donor requirements, guidelines and making them accessible to the team
- (4) Analyzing the needs of various stakeholders such as NGOs/ Government/ Donor Organizations/ Corporate Houses, etc, in order to make recommendations on ICCSPL's offerings and/ or improvements to existing offerings;
- (5) Preparations of proposals/concept note & coordinate and manage proposal development to donors working with Program Manager and other staff
- (6) Directly contribute to proposal development by writing, reviewing and submitting proposal
- (7) Developing a resource mobilisation strategy based on Multi Annual Strategic Plan (MASP)
- (8) Contribute to strategic decisions on new business development

#### **Guwahati Office:**

**Second Floor, above Bandhan Bank,  
B.N. Sakia Road, Beltola Survey,  
Guwahati, Assam- 781028  
Tel +91-361-222-6163**

#### **Delhi Office:**

**C-19/A, First Floor,  
Green Park Extension, New Delhi-110016  
Tel +91-11-46866700 Fax 91-11-468667  
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### **Other Responsibilities**

1. Support projects and programs in achieving ICCSPL's resource mobilization targets
2. Work with the all managers to ensure that excellence in resource mobilization remains top of ICCSPL agenda
3. Document on a monthly basis achievements of ICCSPL in terms of submissions, success rates and Challenges
4. Contribute to discussions in staff management and other team meetings, as appropriate
5. Working with ICCSPL & associate manager and staff develop and manage resource mobilization/ Business development plan
6. Oversee development of specific work plans related to the strategic plan
7. Review the implementation of the plan working with ICCSPL staff

### **Representation and networking**

1. Represent programs and ICCSPL group of organisations as directed and as appropriate
2. Establish and maintain regular contact with donors and resource mobilization networks/groups in India & abroad
3. Liaise and co-ordinate with the appropriate government and private sector bodies, whenever Appropriate, to ensure successful resource mobilization and program implementation.
4. Identify partnership with institutions and government departments and donors in support of ICCSPL activities.
5. Participate in strategic meetings, forums and processes to stay up to date with unfolding events or issues and ensure that ICCSPL is best placed to advice donors on such events or issues

### **4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:**

#### **Qualification:**

MBA and/or Post Graduate Degree in Marketing, Business Development, and/ or and other related discipline.

#### **Experience:**

- (1) Minimum five years of professional experience in developing and implementing resource mobilizing strategy;
- (2) Experience/ knowledge of 'concept selling' is essential;
- (3) Prior exposure in business development and/or livelihoods sectors, shall be an advantage. However candidates having relevant experience to only the corporate/ private sectors, may also apply;

#### **Interpersonal Skills:**

- (1) Strong presentation skills;
- (2) Excellent verbal and written skills in English/ Hindi/ or any other regional language;
- (3) Strong interpersonal skills,
- (4) Flexible, adaptable, dynamic and culturally sensitive
- (4) Creative and organized with a 'go-getter' attitude;
- (5) Proficiency in using computers, including standard MS Office applications;
- (6) Flexible, adaptable, dynamic and culturally sensitive

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(7) Willingness to travel in India and abroad, including visiting rural areas.

**5. COMPENSATION OFFERED:**

The gross remuneration budgeted for this position ranges from Rs. 7 to 10 lacs per annum. Offers shall be commensurate with the qualifications, experience and salary history, of the selected candidate.

**6. CONTRACTUAL EMPLOYMENT:**

The successful candidate shall be initially offered one year contract, extendable, based on performance.

Women candidates are especially encouraged to apply.

**7. CONTACT:**

Email Id- [s.srivastava@iccoindia.org](mailto:s.srivastava@iccoindia.org)

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