



## **Business Development Manager-USA**

**A2F Consulting** is an international consulting firm, and our teams provide a broad range of advisory services and policy advice in the areas of financial & private sector development in emerging markets. We work with international development institutions, multi- and bilateral organizations, foundations, as well as governments and corporate clients.

We are looking for a **Business Development Manager** to lead our business development team and efforts in the US.

### **RESPONSIBILITIES & TASKS**

- Manage overall business development operations and the preparation of EOIs, Technical and Financial proposals for international and US government tenders
- Supervise Business Development Team & manage quality assurance process
- Identify new business opportunities and maintain a robust business development pipeline
- Quality control of proposals and strict adherence to the TORs and tender requirements
- Review existing or establish new procedures to produce quality proposals
- Oversee maintenance of internal business development databases (business tracker tool, knowledge library, and SharePoint) of all tenders submitted
- Maintain and expand internal database of external consultants and subcontractors as needed
- Prepare and oversee subcontracts and teaming agreements with external subcontractors

### **QUALIFICATIONS**

- Master's Degree and at least 5 years of relevant business development experience with increasing responsibilities
- Public procurement experience with US government and international organizations
- Ability to oversee preparation of multiple tenders and tight deadlines
- Excellent interpersonal and communication skills
- Proficient with MS Office and attention to detail
- Fluency in English, additional language would be a plus

Please send your application letter with detailed CV, references, and salary expectations to: [recruit@a2f-c.com](mailto:recruit@a2f-c.com)

Only shortlisted candidates will be contacted.