



## JOB DESCRIPTION

**Job Title:** Business Development Manager

**Division:** Integration and Resource Mobilisation Office (PIRMO)

**Location:** Noumea, New Caledonia

**Reporting to:** Director of Partnerships, Integration and Resource Mobilisation Office (PIRMO)

**Number of Direct Reports:** Up to two

**Purpose of Role:** Within the PIRMO division and in cooperation with all relevant areas across SPC, the primary purpose of this role is two-fold:

- to develop the SPC funding portfolio and diversify the types of funding received to enable long-term growth in our activities as required by SPC Member countries, maintain our organisational credibility, and evolve our reputation and brand value to ensure the best service possible to our Member countries and communities.
- to work with the PIRMO leadership team, led by the Director PIRMO, to create and establish enterprise-wide business development structures and processes, communities of practice, and to transform the organisation to embody an integrated, business development-oriented, and future's thinking culture and operating environment.

The secondary purpose of this role is to ensure an integrated approach to addressing the needs of our member countries is embedded at SPC, enabling systems harmonisation and the multifaceted benefits of a joined-up approach across the organisation. A critical aspect of this role is to support the realization of the long-term Key Focus Areas set out in the SPC Strategic Plan 2022-31, while aligning with and actively contributing to the goals outlined in the SPC Resource Mobilisation Strategy 2023-25. This focus ensures a comprehensive and strategic approach to resource mobilisation and partnership development, enhancing our capability to meet both immediate and future challenges effectively.

**Date:** *November 2023*

### Organisation Context and Organisation Chart

The **Pacific Community** (SPC) is the principal scientific and technical organisation in the Pacific region, supporting impactful development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

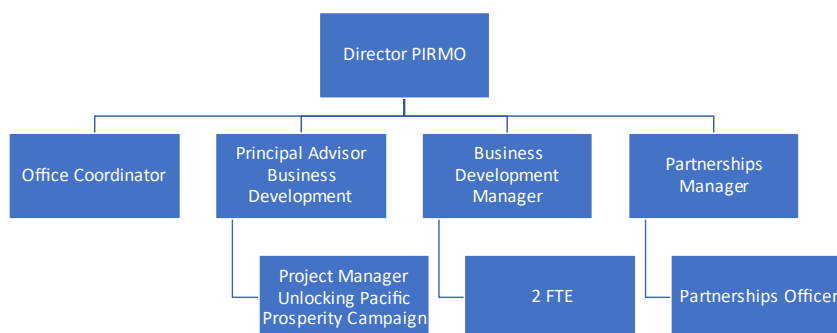
SPC shares the vision for our region as endorsed in SPC’s Strategic Plan 2022-2031 adopted by Pacific Islands Forum Leaders under the Framework for Pacific Regionalism: Our Pacific vision is for a region of peace, harmony, security, social inclusion and prosperity, so that all Pacific people can lead free, healthy and productive lives. SPC’s mission is to work for the well-being of Pacific people through the effective and innovative application of science and traditional knowledge, guided by a deep understanding of the Pacific Islands’ contexts and cultures.

SPC’s headquarters is based in Noumea, New Caledonia. We also operate the Fiji Regional Office in Suva, Fiji; the Micronesia Regional Office in Pohnpei, Federated States of Micronesia; the Melanesia Regional Office in Port Vila, Vanuatu; the Polynesian Regional Office in Nuku’alofa, Tonga; and a country office in Honiara, Solomon Islands.

**The Position**

The office of Partnerships, Integration and Resource Mobilisation (PIRMO) is a newly established function at SPC. This advertised role is also new and will form part of the PIRMO leadership team establishing and institutionalizing PIRMO’s functions and ways of working.

**PIRMO Organisational Chart**



**Key Result Areas (KRAs):**

The position of Business Development Manager is responsible for identifying, researching, negotiating, and securing funding partners that align with SPC’s strategy and values. The role will have a particular focus on ensuring that the right type of funding is secured at the right time to support an integrated One SPC approach that builds capability across the organisation. In collaboration with other divisions across the organisation this new position support the Director of PIRMO to achieve the following major functions or Key Result Areas:

**Resource Mobilisation:**

Resource Mobilisation is an essential component for SPC operations and to achieve its objectives. At SPC it is the process of identifying the right type of funding, engaging with the right type of partner, negotiating, securing, and managing the right type of resources at the right time and price to achieve a predetermined goal. This role, in alignment with the newly launched SPC Resource Mobilisation Strategy 2023-25, encompasses a coherent and strategic approach to generating and managing SPC’s resourcing needs. Responsibilities include:

- Designing, developing, and implementing strategies, plans, and activities for different funding types such as tagged and flexible funding and different funding sources including public and private funding partners as well as philanthropic opportunities.
- Co-creating with SPC’s Partnerships Manger (also in PIRMO) and allied internal stakeholders including Legal, Finance, and the Strategy Performance Learning office: a Strategic Partnerships Architecture that clearly articulates funding levels by funding partner and properties supported. Within this architecture there will be the requirement to identify and assess organisational and divisional assets and rights that can be packaged and offered to strategic partnerships thereby creating a more diversified funding portfolio.
- Development of priority market plans that include the identification of priority global funds, their strategic goals and objectives (for alignment), their funding criteria, their decision-making process, and timelines for securing funding.

- Securing “Cornerstone” funding partnerships to build capability and ensure the financial sustainability of the new SPC flagship programmes (Food Systems, Ocean, Gender, and Climate).
- Utilise innovative technology solutions to design and develop a rejuvenated suite of prospecting collateral and relationship management tools with prospective funders.
- Develop a repository of SPC corporate material and collateral to standardise what goes into proposals and grant writing across SPC, including reviewing and adapting key messages for funders.
- Create and develop strong internal working relationships to aid in instigating and influencing new and existing funding relationships.

### **Reputation & Brand Value:**

Reputation and brand value are critical components of SPC’s success. Together they play a significant role in influencing customer perception, loyalty, and trust. In alignment with SPC’s Strategic Plan 2022-2031 and SPC’s Resource Mobilisation Strategy 2023-25, this role will be responsible for -

- Developing outreach strategies that will strengthen the organisations external positioning and identify potential partnerships to strengthen our reputation and builds brand awareness in new and existing markets.
- Creating prospecting collateral that integrates the storytelling and successes outlined in the SPC results framework to drive engagement and reach, in collaboration with allied internal stakeholders such as the Communications team.
- Being the leader of instilling an organisational understanding of the importance of brand value, its role in supporting strategic goals and organisational success, including how it can be used to aide funding negotiations to maximise the funding available for the Pacific through Project Management Fees.
- Identifying risks and strategic non-alignment, and developing solutions and processes for managing issues that support and improve systems harmonisation.

### **Integration and Engagement:**

Integration and engagement are vital components of building strong relationships and achieving organisational unity. Integration involves bringing together diverse elements or systems to work together effectively, while engagement embraces active involvement of individuals or stakeholders in the process. Together, integration and engagement fosters genuine collaboration to achieve SPC’s goals including, importantly, systems harmonisation and efficiency gains. In alignment with SPC’s Strategic Plan 2022-2031 and SPC’s Resource Mobilisation Strategy (to be launched in June 2023), this role will be responsible for -

- Utilising the SPC Strategic Plan 2022-31 and the SPC Resource Mobilisation Strategy 2023-25 to drive objective setting and goals for Resource Mobilisation across the organisation.
- Ensuring a joined up and integrated approach is taken to understanding SPC flagship programme needs and divisional needs and respective business plans before approaching funding partners to ensure a coordinated One SPC process is followed.
- Establishing a benchmark evaluation to ensure “development effectiveness” and the continual monitoring of SPC’s performance in collaboration with allied internal stakeholders like the Finance team and Strategy Performance and Learning office.

### **Leadership:**

Leadership is the ability to inspire, motivate, and guide SPC teams towards a common vision and purpose. It involves providing direction, setting goals, and creating a supportive environment where your colleagues can thrive and contribute their unique talents and perspectives. Effective leadership requires strong communication skills, emotional intelligence, and the ability to build strong relationships and trust. The Business Development Manger will -

- Provide strategic advice and high-quality analysis to the PIRMO Director and to the Executive, and SLT as directed, and where relevant, to SPC’s governing bodies on resource mobilisation, fundraising and other outreach strategies. This includes but is not limited to assessments of different fundraising approaches and

funding opportunities related to SPC strategic objectives, the Sustainable Development Goals (SDG) agenda and other regional and international processes and events.

- Build, supervise, and lead a team of skilled professionals, instilling a futures-oriented, innovation and growth mindset.
- Lead and support the broader network of resource mobilisation and integration capabilities across SPC and recommend actions to cohere and improve the effectiveness of the partnerships architecture, improve other processes, and enhance their relevance.

***The performance requirements of the Key Result Areas are broadly described below:***

<b>Jobholder is accountable for</b>	<b><i>Jobholder is successful when</i></b>
<b>Resource Mobilisation (35%)</b>	<ul style="list-style-type: none"> <li>• Clear strategies are in place for sourcing the right type of funding that supports the realisation of the long-term Key Focus Area’s set out in the SPC Strategic Plan 2022-31.</li> <li>• “Cornerstone” funding partnerships are secured that build capability and ensure the financial sustainability of the flagship programmes.</li> <li>• Quality standards and tools for resource mobilisation (or sourcing funding) and programme development are in place.</li> <li>• SPC’s prospecting pipeline remains strong with business needs matched against the most suitable funding opportunities identified before engagement.</li> <li>• The development of new opportunities with existing and potential funders is proactively lead and well co-ordinated across SPC.</li> <li>• Exceptional proposal/grant writing that unlocks key funding sources.</li> </ul>
<b>Reputation and Brand Value (25%)</b>	<ul style="list-style-type: none"> <li>• SPC’s network of funding partners, its brand, and key relationships are maintained and broadened through positive interactions and targeted prospecting campaigns.</li> <li>• An organisational knowledge of brand value is instilled including its importance to supporting and driving funding negotiations.</li> <li>• SPC’s rich history of delivering value to the Pacific is well understood and promoted to leverage increased levels of funding.</li> </ul>
<b>Integration and Engagement (25%)</b>	<ul style="list-style-type: none"> <li>• The SPC Resource Mobilisation Strategy 2023-25 goals and key focus areas is used as the key framework for prioritising tasks and activities and referred to in discussion with other divisions.</li> <li>• Development and co-ordination of integrated and member country engagement is coherent, mapped, and accessible, and a collaborative approach undertaken to assessing member country needs.</li> <li>• Opportunities for synergies and new initiatives are identified and acted upon within the job-holders portfolio.</li> </ul>
<b>Leadership (15%)</b>	<ul style="list-style-type: none"> <li>• High quality direct reports are in place and delivering value across the organisation.</li> <li>• Trusted source of resource generation knowledge for the Director and SLT members.</li> <li>• A positive working environment is created and nurtured, promoting a culture of performance, transparency, and respect.</li> <li>• Positive working relationships are developed and maintained with key internal and external stakeholders.</li> </ul>

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

### Most Challenging Duties Typically Undertaken (Complexity):

- Influencing leadership teams and leading complex partnership negotiations for programmes and projects involving multiple external and internal stakeholders.
- Influencing SPC staff without having line authority.
- Diversity of tasks requiring a range of different skills and flexibility.
- Promptly responding to multiple, ad-hoc and concurrent requests for advice, inputs or expertise while pursuing agreed work priorities.
- Building and developing a new team with a culture of performance.
- Creating integrated processes across multiple SPC divisions with staff located in multiple locations.
- Upskilling the organisation on what brand value is and identifying activities to grow this value.

### Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External:</b></p> <ul style="list-style-type: none"> <li>- SPC Member State and Territory representatives</li> <li>- Contacts in donor agencies, multilateral funds and IFIs, including high-level philanthropic leaders and private sector donors (individuals, foundations, and corporations)</li> <li>- Counterparts in other international agencies, including CROP</li> <li>- Academics</li> <li>- Contractors</li> <li>- Other public and private partners</li> </ul>	<ul style="list-style-type: none"> <li>- Liaison with Member representatives on governing bodies and/or in international, regional, or bilateral contexts</li> <li>- Participation in negotiations, consultations and discussions with donors, member countries and other stakeholders</li> <li>- Participation, when requested by the Director of PIRMO in interagency consultations</li> </ul>
<p><b>Internal</b></p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>- Director-General, Deputy Director-General Operations &amp; Integration and Deputy Director-General Science &amp; Capability</li> <li>- Senior Leadership Team and thematic programme leads</li> <li>- Strategy, Performance and Learning team</li> <li>- SPC regional offices</li> <li>- Integrated programming teams and working groups working across Divisions</li> <li>- All divisions and programmes</li> <li>- Other support services</li> <li>- Staff</li> </ul>	<ul style="list-style-type: none"> <li>- Providing strategic advice and knowledge</li> <li>- Consulting and influencing</li> <li>- Coordination, facilitation and support for resource mobilisation, integrated and member country programming activities</li> <li>- Managing peer and potential Donor relationships and expectations</li> <li>- Management and supervision</li> </ul>

**Level of Delegation:**

Routine Expenditure Budget: 200,000 €

Budget Sign off Authority without requiring approval from direct supervisor: 2.000 €

**Personal Specification:****Qualifications**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>University post-graduate degree in any of political or social sciences, business management, finance, economics, law, international relations, communication, or a related field, is required.</li> </ul>	<ul style="list-style-type: none"> <li>Master's degree in any of political or social sciences, business management, finance, economics, law, international relations, communication, or a related field</li> <li>Project Management qualification</li> </ul>

**Knowledge/Experience**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>At least 15 years of progressively responsible and relevant professional experience and partnership responsibilities.</li> <li>A proven (multi-year) track record of significant success in business development and resource mobilisation.</li> <li>Experience in developing, managing and/or resource mobilising for long-term or multidisciplinary programmes of work in an international development, government, or academic context.</li> <li>Superior analytical, quantitative, and proposal/grant writing skills with a demonstrated ability to communicate resource mobilisation needs and themes, business analysis, and market assessment and matching donors' interests to organisational values and stakeholder impact.</li> <li>Demonstrated experience in identifying strategic opportunities and risks, designing, and implementing strategies and accompanying organisational change.</li> <li>Sound knowledge of the international development landscape and programme development and delivery at international, regional and/or country level.</li> <li>Demonstrated cultural sensitivity and awareness, and the ability to effectively work with stakeholders and team members from different cultural backgrounds.</li> <li>Strong project management skills, particularly the ability to work and deliver projects on-time while operating independently and under pressure.</li> <li>Fluency in English (both oral and written) is required</li> </ul>	<ul style="list-style-type: none"> <li>At least 4 years in a senior position in an international or intergovernmental organisation.</li> <li>Experience working with intergovernmental organisations and multilateral donors is desirable.</li> <li>Good knowledge of and experience in the Pacific region.</li> <li>Proven experience of the specific needs of an organisation working in the international development context.</li> <li>Knowledge of other languages, especially Pacific.</li> <li>Prior experience managing direct reports and instilling performance culture within teams.</li> <li>Wide knowledge of deal presentation and visualisation tools.</li> <li>French and/or Pacific language being desirable</li> </ul>

## Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> <li>• Donor relations and management</li> <li>• Leadership</li> <li>• Prioritisation, decision making, and problem solving</li> <li>• Political awareness, communication and representation skills</li> <li>• Proposal development skills and expert experience in establishing quality assurance processes and tools.</li> <li>• Ability to understand and explain business models and financial strategy</li> <li>• Ability to build effective partnerships and lead/influence multidisciplinary teams within large organisations or bureaucracies</li> <li>• Strategic skills (e.g. core role in designing or facilitating a programme which brought about a development change)</li> <li>• Planning skills (e.g. strategic planning, programme and project design)</li> <li>• Well-developed analytical skills and attention to detail</li> <li>• Resilience, Resourcefulness, and a tenacious “start up” approach to building relationships and proposals</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Development programming and country engagement</li> <li>• Cross-cultural skills and ability to work with stakeholders and team members from different cultural backgrounds</li> <li>• Collaboration and consultation</li> <li>• Negotiation and influencing skills</li> <li>• Change management</li> <li>• Computer competency (Microsoft Office suite)</li> <li>• Financial management experience</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• SPC programme activities</li> <li>• Familiarity with SPC Corporate policies and strategies</li> <li>• Understanding of development issues in the Pacific region</li> </ul>

## Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

## Personal Attributes

- High level of professional integrity and ethics
- Adaptability and Honesty
- Strong planning and organisation skills
- Resilience, resourcefulness, and a tenacious “start-up” approach to problem solving
- Result oriented and mission-focus
- Customer focus
- Working experience with colleagues and stakeholders from different backgrounds and cultures

## Change to Job Description:

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.