



Business Development Manager/Coordinator

School-to-School International (STS) is a nonprofit organization based in Pacifica, California, USA, committed to improving the lives and learning of girls and boys worldwide through thoughtful research, practice, and partnerships. For nearly two decades, we have partnered with individuals, government ministries, nongovernmental organizations, private foundations, and research institutions to improve the quality of children's learning through educational research and integrated support solutions for children in primary school. We have worked in more than 40 countries across the globe providing assistance in research and evaluation, curriculum and training, and policy and planning.

Role: The Business Development (BD) Manager/Coordinator provides a wide range of support to STS's BD and Communications Department focusing on proposal production, research, editing, external communication and partnership, data tracking, logistics, and other tasks. The position title – BD Manager or BD Coordinator – will be dependent on candidate experience. The BD Manager/Coordinator supports the BD Director, Sr. Editor & Communications Strategist, and Executive Director and may also provide support to other STS staff on an as-needed basis.

Responsibilities:

Business Development

- Track potential business development opportunities and awards and provide analysis of donor trends
- Research and evaluate potential national and international partners and secure partnership for bids
- Lead preparation of proposals including, but not limited to, editing and review of proposal narratives, budget preparation, and annexes, as assigned
- Manage proposals from start to finish, including interaction with key funders, prime partners, and STS advisory and technical staff
- Lead recruitment process of candidates for inclusion in STS proposals with assistance from STS staff, as needed
- Create, update, and maintain databases of consultants and proposal candidates
- Conduct research related to specific program thematic areas
- Assist in the analysis of program budgets and expenditure data
- Provide administrative support including recordkeeping and data management
- Other duties as assigned by supervisor

Fundraising

- Support the design and rollout of STS's fundraising campaigns, including the year-end campaign

- Monitor donations given through STS's online giving platform and contribute to donor stewardship efforts
- Support identification and outreach to potential foundation funders

Communications

- Develop communication materials in support of business development opportunities
- Support the identification and arrangement of publicity, advocacy, knowledge-sharing events, and promotional opportunities
- Participate in industry networking and knowledge-sharing events
- Support departmental and organizational knowledge management tasks
- Capture, record, and share lessons learned on business development and communications with STS colleagues
- Support the Sr. Editor & Communications Strategist with management of STS's digital media, including posting to social media and contributing to website maintenance

Qualifications:

- Bachelor's degree in international relations or another relevant field
- At least five years of relevant experience; international experience preferred
- Familiarity with large international development donors such as USAID and FCDO preferred.
- Strong writing and editing skills
- Excellent interpersonal communications skills and ability to build consensus among groups of colleagues
- Strong computer skills and experience with Microsoft Office applications, especially Word, Excel, and Outlook
- Demonstrated ability to follow instructions and carefully review work for accuracy
- Excellent organization skills with the ability to prioritize multiple responsibilities and meet deadlines
- Ability to act independently to identify and analyze problems and recommend solutions
- Fluency in English; fluency in additional languages such as French or Portuguese a plus
- U.S. work authorization required; STS is not able to sponsor employment visas

Supervision and Oversight: The BD Manager/Coordinator reports to the BD Director.

Salary range: \$50,000-\$55,000 per year

Please submit a resume/CV and cover letter describing your interest and qualifications to info@sts-international.org no later than January 10, 2021, with the subject line "BD Manager/Coordinator."

School-to-School International is an equal employment opportunities (EEO) employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability status, protected veteran status, gender identity, sexual orientation, or any other characteristic protected by applicable law.