



Senior Business Development Manager

School-to-School International (STS) is a nonprofit organization based in Pacifica, California, committed to improving the lives and learning of children worldwide through thoughtful research, practice, and partnerships. For more than two decades, we have partnered with individuals, government ministries, NGOs, 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 aiding in education research and evaluation, curriculum and training, and policy and planning.

Role: The Senior Business Development (BD) Manager provides a range of support to STS's BD/Communications Department, focusing on proposal production, research, editing, external communication and partnership, data tracking, logistics, and other tasks. The Sr. BD Manager will manage proposals from start to finish, including interaction with key funders, prime partners, and STS advisory and technical staff. The Sr. BD Manager supports the Director of BD 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 and recommendations on bid/no-bid decisions
- Research and evaluate potential national and international partners and secure partnerships 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/or 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

Communications

- Develop communication materials in support of business development opportunities (e.g., capabilities statements, past performance references)
- 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 with STS colleagues

Qualifications

- Bachelor’s degree in International Relations or another relevant field
- 3–5 years of experience in international development; field-based experience preferred
- Familiarity with large international development donors such as USAID and FCDO
- Strong writing and editing skills and experience developing proposal budgets
- Excellent interpersonal communications skills and ability to build group consensus
- 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 time management and 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 Arabic a plus
- US work authorization required; STS is not able to sponsor employment visas
- STS requires the holder of this position be fully vaccinated against COVID-19

Location – remote: All employees of School-to-School International are required to have a work location that aligns with one of STS’s current hubs: Washington, DC Metropolitan Area, San Francisco Bay Area, Research Triangle in NC, or the Philadelphia Metropolitan area.

Salary Range: \$75,000-\$90,000 per year

Please submit a resume/CV and cover letter describing your interest and qualifications to communications@sts-international.org with the subject line “Sr. BD Manager.” Applications will be reviewed on a rolling basis.

School-to-School International is an equal employment opportunities (EEO) employer. 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.