



Programs & Business Development Specialist – Job Description

Job Title	Programs & Business Development Specialist
Reporting To	Business Development Lead
Job Type	Full Time
Job Responsibilities:	
<u>Market Research and Planning</u>	
<ul style="list-style-type: none">● Conducts extensive market research in order to ensure the best brand positioning .● Keep track of competitors' product developments and marketing strategies.● Work with management to develop short- and long-term business development and sales plans, collaborating on planning, and forecasting.● Create and maintain database and pipeline of prospect clients, partners and sponsors; maintain a database of prospective client and sponsors information● Give recommendations on commercial planning, pricing and designing of new products.	
<u>Generating Leads & Outreach</u>	
<ul style="list-style-type: none">● Meet all quotas for cold, active, inactive calls, appointments, and meetings to potential clients/sponsors while also utilizing Utilize networking, and warm leads to ensure building strategic long-lasting relationships.● Understand client and sponsor needs and offer solutions and support, answering potential client questions and follow-up call questions until closure.● Create informative presentations; present and deliver information to potential clients at client meetings, industry exhibits, trade shows, and conferences	
<u>Proposal Writing and Follow ups:</u>	
<ul style="list-style-type: none">● Prepare winning clients quotations, concept notes, and fundraising/corporate proposals.● Draft key sections of proposals that are standard inputs, while drawing on the expertise of the content department.	
<u>Database and Data analysis:</u>	
<ul style="list-style-type: none">● Analyze the current business processes of the company.● Keep records of sales, revenue, profits, invoices etc.	
<u>Sponsorship:</u>	
<ul style="list-style-type: none">● Sponsor prospecting, proposal customization and presentation, contract revision and servicing, sponsor follow-up, and support, trade shows development.● Ensure in alignment with the Operation team that all agreed sponsorship activities are met.	
Skills & Competencies:	
<ul style="list-style-type: none">● <u>Ownership & Commitment:</u> The willingness to put the organization's goals as a priority and achieve excellence by taking personal responsibility for the quality and timeliness of work commitments.	



- **Agility:** Demonstrating positive attitude and quickly adapting one's approach to changes in business environment, processes and structure.
- **Result Oriented:** Focusing on achieving results consistent with the organization's objectives and resolving problems to accomplish tasks smoothly.
- **Communication: Very fast response rate to client requests for quotation emails.** Expressing and transmitting information with consistency and clarity, using active listening techniques in order to foster open communication.

Job Requirements:

- Bachelor's Degree;
- 1-3 of work related experience. previous fundraising and sales with knowledge of the sales process from initiation to close.
- Experience working with INGOs and the private sector with lead generation, fundraising and prospect management.
- Experience in the start-up ecosystem in Egypt is preferred.

Working Hours	8 hours/day – 22 day
Environmental Conditions:	50% Indoor – 50% Outdoor
Location	El Rehla Office – Downtown