

Job profile

**BUSINESS
DEVELOPMENT
MANAGER_PAC**

**Practical
ACTION**

ABOUT THE ROLE

Last review: July 2025

Title	Business Development Manager_PAC Bangladesh
Reporting to	Country Director - Bangladesh
Reports	Direct reports of PAC positions in the Country office
Groups	PAC Bangladesh and PAC Asia
Financial Scope	As decided
Location	Dhaka, Bangladesh
Duration	Fixed Term with probability of extension
Grade	D
Travel	Around 10 weeks in a year as relevant

About the Role

Reporting to the Country Director, the Business Development Manager will play a critical leadership role in managing, growing, and ensuring compliance of Practical Action Consulting's (PAC) operations in Bangladesh. The role focuses on strategic business development, donor engagement, proposal development, and strengthening the organisational profile. In addition, the role will ensure sound governance, compliance, and management of people, finances, consultancies, and programmes aligning PAC's work in Bangladesh with Practical Action's global goals and support cross-cutting initiatives.

The Business Development Manager reports to the Country Director and collaborates with key stakeholders including the Asia Regional Head of PAC, Finance & Contracts, MEL, Communications, and other Business Development teams.

KEY ACCOUNTABILITIES

Business Development & Fundraising:

1. Build and manage a robust pipeline of opportunities through networking and partnerships with public and private sectors.
2. Lead proposal development and fundraising efforts aligned with Practical Action's mission.
3. Coordinate & develop proposals, budgets, Expressions of Interest (EoI), and tender documents, meeting minutes to facilitate fundraising efforts.
4. Review final technical proposal content for clarity, consistency, and responsiveness to solicitation requirements, in preparation for reviews and final production.
5. Analysis of current and past financial data, assist in taking actionable strategies to reduce costs and enhance revenue streams.
6. Foster effective communication channels between internal and external staff, clients, and stakeholders to ensure smooth collaboration.
7. Draft agreements, Memoranda of Understanding (MOU), and other confidential letters to support fundraising initiatives.
8. Prepare detailed reports and presentations, actively collaborating with team members to convey fundraising objectives and outcomes.

9. Perform qualitative and quantitative data analysis, utilizing insights to inform and optimize fundraising strategies.
10. Maintain and regularly update the company database, ensuring data accuracy and relevance for fundraising activities.
11. Actively participate in various meetings, taking a proactive role in documenting processes and outcomes related to fundraising activities.
12. Contribute to the evolution of office policies as needed, aligning them with the objectives of the fundraising department.
13. Assist in organising fundraising events and campaigns, coordinating logistics and ensuring seamless execution.
14. Stay informed about trends and best practices in fundraising, incorporating relevant strategies into the company's fundraising approach.
15. Prepare and submit grant applications, ensuring compliance with funding requirements and deadlines.
16. Assist in developing and implementing strategies to cultivate and steward donor relationships.

Strategic Leadership:

1. Develop and implement viable strategic business plans, articulate resource needs, and position PAC as a leading consultancy in relevant sectors.
2. Set business development priorities on a quarterly, monthly, and weekly basis with the business development team and communicate them internally.
3. Ensure regular routine of basic business development activities: donor and call screening and intelligence gathering; sharing intelligence internally; initiating proposal development; recording donor and partner information on HubSpot; reporting monthly and quarterly on fundraising performance.
4. Proactively engage thematic leads, consulting firms and private sector companies, NGOs and CSOs, with a view to forming consortia and partnerships that will enhance PAC's work and increase the potential for securing funding.
5. Work with thematic team to develop offer documents suitable for engaging with potential donors and partners.
6. Ensure leadership on the coordination of proposal development, including scheduling, clarifying roles and responsibilities, sign off/internal approval and submission.
7. Lead monthly, quarterly, and annual reporting and planning for business development, ensuring timely preparation and data analysis.

Collaboration & Relationship Management:

1. Work closely with internal teams in Bangladesh, the Asia region, and global offices. Cultivate relationships with donors, government, private sector, and development partners.
2. Manage and coordinate PAC finance to comply with the financial policies of GoB and Practical Action by working with the finance team (local and UK) to prepare and submit correct monthly, quarterly, and annual financial report on time as scheduled.
3. Lead communication, partnership and building relationship with wider donor such as government, multilateral, bilateral institutions, private organizations and other relevant donors.

4. Enhance networking and building association with National and International likeminded organisations.
5. Identify, communicate, negotiate, and maintain relationship with partner associated consultants and technical experts.
6. Represent as a point of contact for PAC

People Management

1. Support and actively enable team learning and development using approaches such as coaching, mentoring, peer learning and reflection activities. Proactively support the professional growth of team members by offering quality feedback and opportunities to progress and grow.
2. Conduct timely quarterly People Management conversations with direct reports, set objectives in line with the strategy and provide feedback and support to achieve the set objectives.
3. Promote organisational culture for learning and seeking to achieve change at scale, beyond to our work, creating an enabling environment for optimum utilization of resources and staff capacities.
4. Coordinate, manage and support PAC team members to achieve change ambitions, encourage joined up ways of working with Business Development, Thematic areas, and other Units in Practical Action
5. Coordinate and manage performance of the PAC team and hold team accountable for technical delivery, financial control, donor reporting, strategic fit, contract preparation and conformance of the assignment.

Organisational Policies, Safeguarding and Code of Conduct

1. Ensure that the role is delivered in compliance with organisational policies on Safeguarding, Diversity and Dignity at work and the code of conduct.
2. Responsible for gender responsive behaviour in all actions and decisions.
3. Ensure non-discriminative behavior based on gender, age, sex, race, ethnic background, culture, disability, nationality, religion and marital status.
4. Be sensitive and adaptable to gender and social inclusion.

PERSON PROFILE

To be successful in the role, the ideal candidate will be able to demonstrate:

EXPERIENCE & KNOWLEDGE

- At least 8 years of experience in fundraising, business development, proposal development, research, and partnership.
 - Professional/academic experiences in development, partnership, research, and/or knowledge management ideally with field experiences
 - Proven work experience in research field including knowledge on mixed research methods.
 - Ability to work under pressure, multitask and management skills.
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- Good understanding on issues of agriculture, climate and resilience; urban WASH/Waste Management, and Energy.
 - Exceptional written communication skills: S/he need to be able proactively to seek (often complex) information from a variety of sources, or colleagues, and turn this into engaging and inspiring communications relevant to the donor,
 - A good understanding of the current fundraising environment in Bangladesh and of global fundraising trends
 - Proven successful professional experience in institutional fundraising and in raising funds from companies and foundations.
 - Demonstrable success at developing strong relationships with key donors.
 - Ability to work well under pressure and to deadlines.
 - Understanding of local context (demography, economic, political, social context)
 - Ability to share ideas and motivate people for sharing their knowledge.
 - High levels of demonstrated skills in prioritizing task and meeting deadlines.
 - Experienced in team works and managing relationships.
 - Proactive and able to handle assignments with minimum supervision.
 - Able to work remotely and independently with an understanding of working in a multi-sited environment.
 - Willingness and enthusiasm for working with multidisciplinary team.
 - Strong communication skills and fluent in spoken and written English and Bengali.
 - Commitment to development principles and the mission, vision, ambition of Practical Action

DESIRABLE

- Diploma/certification in *Project Design, Theory of Change, and Knowledge Management* is an asset
 - Skills in public speaking and presenting.
 - Female candidates are encouraged to apply.
 - Candidates who identify as Indigenous People are encouraged to apply.
 - At least 5 years professional experience in proposal writing with INGO/NGO
 - Experience in the development and implementation of projects.
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This is an opportunity to contribute to impactful programmes and drive learning and evidence that transform lives while supporting a culture of excellence in Practical Action.

**BEHAVIOURS
&
MOTIVATIONS**

A sound understanding of and commitment to gender equality and safeguarding.

Empathy with Practical Action's Purpose and Values.

Qualifications: Master's degree in social sciences/ Agricultural Science /Business Administration/ Natural Science/Environment /Development studies/Economics/ Statistics or any other relevant field.

Line Manager

Date:

Employee

Date: