

## **Job Description**

### **Latam Business Development Coordinator**

#### **Practical Action Latin America Regional Office**

## **Practical Action**

Practical Action helps people find solutions to some of the world's toughest problems. Challenges made worse by climate change and gender inequality. It works with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And it shares what works with others, so answers that start small can grow big.

Practical Action is a global change-making group. It consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent publishing company and a technical consulting service. It combines these specialisms to multiply its impact and help shape a world that works better for everyone.

Practical Action believes in the power of small to change the big picture. And that together we can take practical action to build futures free from poverty.

## **Our Vision**

A world that works better for everyone.

## **Our Work**

We put ingenious ideas to work so people in poverty can change their world.

We combine three approaches to help people solve some of the world's toughest problems. We work as:

- Problem-solvers, working hand in hand with individuals, communities and local organisations to tackle the causes of poverty
- Knowledge sharers, getting fresh answers and practical resources into the hands of the people who need them most
- Expert advisers, providing professionals and policy makers with development advice

This combination of different ways of working enables us to turn small solutions into big change for millions of people.

## **Our Change Ambitions**

- Making agriculture work better for struggling smallholder farmers, so they can adapt to climate change and achieve a good standard of living.
- Harnessing the transformational power of clean, affordable energy and reducing avoidable deaths caused by smoke from indoor stoves and fires.
- For vulnerable people whose lives and livelihoods are threatened by climate related and natural hazards

## **About the role**

The **Latam Business Development Coordinator** plays a key role in Latin America operations and is accountable for developing new countries and multi-country funding opportunities.

In our strategic business plan, we expect to focus on Livelihoods for Conservation, Resilient Livelihoods and Climate Resilience in Peru, Ecuador and Bolivia, and we plan to extend our work to other countries such as Paraguay.

Across all our work, we aim to achieve impact at scale using our Framework for Change. This involves an in-depth analysis of nature, scale and source of the challenge, defining the change we want to bring about in the system and in people’s lives and using our three pathways to demonstrate what works, learn and use knowledge and evidence to inspire others to adopt similar approaches. Technology is at the core of what we do with a focus on climate change and digital technology. We pay special attention to gender across all our work.

The **Latam Business Development Coordinator** has a key role at two core areas of our work:

- Generating income that will enable us to achieve our change ambitions whether through programmes or through consultancies. The post-holder will oversee donor and market intelligence, consortium building and proposal development processes, ensuring that we deliver high quality proposals that bring out the best of our offer, meet donor/client requirements and cover costs.
- Ensuring appropriate MEL frameworks, gender approach and system thinking into proposals.

She/he will need to nurture and manage several relations, both internal and external. Importantly, she/he will need to work with the Thematic Leads, with People & Culture, and Finance & Services for proposal development. will manage relationships with donors, partners, governments and other stakeholders in support of business development process. As a Senior Member, she will collaborate closely with colleagues to ensure integration of approaches across the Change Ambitions within Latin American Region and as required globally.

Accountabilities are indicated below with approximate level of effort against each.

## Scope

Title	Latam Business Development Coordinator Spanish title: Coordinadora de Desarrollo de Negocios en América Latina
Reporting to	Head of Business Development
Matrix Manager	
Matrix Support	Head of Business Development Strategy, based in the UK Business Development Officers, based in Peru, Bolivia and Ecuador.
Direct reports	Business Development Officers, based in Peru, Ecuador and Bolivia
Membership	Business Development Global Group
Relationships	External: Donors and relevant organisations in the sector, media In the Latam teams based in Peru: People & Culture, Finance & Service, Impact & Projects, Consultancy & Communications With UK: Business Development Strategy Unit, Partnerships and Philanthropy Unit, and Communications and Marketing Units
Financial scope	Direct management of budgets allocated for consultancy and research for proposal development
Location	Lima, Perú
Salary category	I
Travel	Expected, approximately 1 week per quarter local travel plus 2 – 4 week per year international travel

# Accountabilities

## Leadership, Management and People – 10%

### *As a Senior member of the Latam Regional Team*

- Contribute to the development of Annual and Strategic Business Plans in Latin America
- Promote an organisational culture for learning and innovation for achieving change at scale, beyond our work
- Play a key role in regional leadership, ensuring alignment to the strategy in all the areas of direct responsibility and using data to drive decision-making.

## Generating Funding and Managing Relationships – 90%

### *Funding and relationships*

- Develop new multi-country funding opportunities in Latin America in line with Annual Business Plans and change ambitions in Latam, Peru, Ecuador and Bolivia.
- Develop funding opportunities in LATAM in coordination with Country Business Officers.
- Work with Regional Director, Bolivia and Peru Country Directors, Ecuador Representative, Thematic Leads, Regional Business Development team, Head of Consultancy & Communications and Business Development Strategy Unit (UK) to identify and manage relationships with donors, clients, governments, and relevant groups to generate partnerships and Consortium building.
- Gather and track market and donor intelligence on new opportunities matched to Change Ambitions. Analyse developing trends to identify, understand and monitor donor priorities.

### *High quality proposals*

- Ensure learning from projects so to develop ingenious and innovate proposals.
- Develop high quality proposals that meet our internal standards and the donor's specifications, collaborating closely with colleagues across Impact & Projects, Consultancy, Finance and People & Culture to strengthen alignment with change ambitions, integrate technology, system thinking, gender and social inclusion approaches, safeguarding and MEL, and maximize cost coverage.
- Provide technical assistance and support in her area of expertise (agriculture, markets, value chains and/or climate change)

### *Profile and marketing*

- Provide leadership on positioning Practical Action as preferred partner in Latin America
- Suggest communications and knowledge products (inc. publications) to raise our profile in our change ambition areas in Latin America and Bolivia

### *Reporting*

- Enter data on opportunities and proposals into PAMS and use the data to generate reports for management decision making.
- Provide timely information on all business development activities and proposals for monthly and quarterly internal reports.

## **Experience, knowledge & skills**

### *Overall:*

- Master's degree in Economy, Development, Marketing, Management or in related discipline
- At least ten years of relevant work experience in development work and/or managing business development with at least half at senior management level
- Excellent knowledge of development issues affecting Peru's and Latin America's economic, social and political development.
- Ability to effectively represent the regional office, the organisation and Practical Action's

work

- Leadership capacity and an ability to make decisions and participate in setting strategic direction
- Commitment to development principles and Practical Action's vision, mission and ambition

**Technical:**

- Proven experience of leading the development of high quality, competitive proposals and a strong understanding of the requirements of key donors as USAID, IKI, UK FCDO, the EU, as well as climate funding, corporate and foundation donors.
- Demonstrated ability to write, present and convey complex ideas and issues clearly and coherently.
- Excellent knowledge of MEL principles and approaches: Logframe and theory of change
- Excellent knowledge of gender, social inclusion and safeguarding approaches

**Working with Others:**

- Experience in coordination with government entities, donors, partners and multilateral agencies coupled with excellent networking and communications skills.
- Proven ability to coordinate and collaborate with colleagues, building cohesion and buy-in

**Management:**

- High levels of demonstrated skills in prioritising task and meeting deadlines
- Able to work remotely and independently with an understanding of working across multiple sites.
- Willingness and enthusiasm to work in challenging and difficult situations on national and international visits to project sites across Latin America.

## **Core Competencies**

**Self-motivation:**

Displays timeliness and accuracy in carrying out their role, by their personal energy and enthusiasm and willingness to learn to exceed expectations in their role.

**Drive for results:**

Demonstrate level of responsibility and accountability in meeting commitments and objectives. Illustrate by evidence of seeking better ways of doing things, looking to improve on status quo and willingness to deal with difficult situations that effect output of their role.

**Planning and organising:**

Ability to process requirements of role effectively. Can gather and use resources effectively. Can prioritise their, and/or their teams' workload appropriately and review and amend priorities and actions as and when required.

**Influencing:**

Competence evidenced by the ability to use a range of approaches and select the appropriate style for a situation. Can demonstrate good listening skills, presents own view in a convincing manner, whilst acknowledging different perspectives, feelings and concerns. Works for a win-win outcome in resolving differences and is usually able to win others over to own way of thinking. Is well networked with excellent external focus.

**Decision-making:**

Competence is demonstrated by the timeliness and sound reasoning of decisions. There is a balance of consultation with action. Will communicate, will follow thorough and will be accountable for outcome. Will have the interests of Practical Action at the core of the decision. Will support decisions once argued through and made.

**Initiative:**

Ability to work independently, within a set context; to act on current or future problems or opportunities; to respond creatively and effectively to the unexpected. Displays a curious and questioning approach in their role and environment.

**Teamwork:**

Ability and inclination to work co-operatively with others. Will recognize the value of sharing ideas, knowledge and information with others and takes personal responsibility for doing so.

**Managing relationships:**

Ability to understand and react appropriately to motivations that drive colleagues' behaviour. Is sensitive to cultural differences. Behaves appropriately within them. Understands how to develop productive working relationships.

**Sensitivity on Gender Equality and Social Inclusion:**

Should have respectful beliefs regardless of their gender, age, sex, race, ethnic background, culture, different ability, nationality, religion and marital status. Is sensitive and adaptable to gender and social inclusion. Responds and behaves appropriately in different situations.

## **Practical Action values**

- Restless ingenuity
- Alternative thinking
- Bold collaboration
- Maximum impact
- Lasting outcomes

The **Latam Business Development Coordinator** in the organisation is expected to demonstrate or work towards demonstrating excellent standards of behaviours under these values.

## **POSTULATION**

If you are interested in this position and meet the requirements, please submit your CV with a letter of intent stating why you are the right candidate for this position. Please include your salary expectation and three professional references.

Please name the files as follows: "CV\_Name\_Surname" (CV) and "CI\_Name\_Surname" (letter of intent), and send both documents to **postulantes@practicalaction.org** with the subject called "Latam Biz Development Coordinator" **until January 31, 2024**.

We treat all job applications on their merits. Therefore, we do not take into account any factors irrelevant to the position, such as sex, gender, race, religion, ethnic or national origin, caste, tribe, belief, age, marital status, pregnancy, family responsibilities, sexual orientation or disability.

Practical Action is committed to saving and protecting children and vulnerable adults, so candidates will be subject to pre-employment checks, including criminal and terrorist financing checks.

Only pre-selected candidates will be contacted for the next steps of the selection process.