



POSITION DESCRIPTION

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| **Position Title** | Global Health Business Development Manager |
| **Functional Area** | Operations |
| **Date** | July 2024 |
| **Reports To** | Head of Global Health |
| **Direct Reports** | 2 (Finance Business Partner, Scholarships Coordinator) |
| **Primary Objective** | To proactively identify, secure, manage and optimize institutional funding from a range of technical donors, such as the Australian Government through DFAT and other bodies and organisations.  A key objective is to create a diversified and sustainable funding base to support ongoing implementation of the RACS Global Health Strategy and Program in the Indo-Pacific region. |
| **Key Internal Relationships** | Head of Global Health  Global Health Program and Operations Manager  RACS Finance Team  Global Health Team  RACS Governance Committees (International Engagement Committee, Global Health Program Steering Group, Scholarships Committee) |
| **Key External Relationships** | Institutional donors such as DFAT, MFAT, and USAID  Multilateral organisations such as WHO, ADB  Clinical partners including Indo Pacific Ministries of Health and Hospital Teams, INGOs, CSOs, Regional Organisations, ACFID and CID |
| **Primary Responsibilities** | **Business Development**:   * In collaboration with the Senior Management Team develop, execute and oversee a Business Strategy that prioritises growth and sustainability. * Conduct ongoing research of the current donor environment to inform the development and adaptation of a focused Business Development Plan. * Effective implementation the Business Development (BD) Plan which includes alignment of funding opportunities with the GH Program Strategy and Programs and development of multi-year business opportunities. * Manage significant bids and contracts to completion and submission within required timeframes. * Produce high quality, competitive funding proposals. * Create and sustain a diversified and sustainable funding base for RACS Global Health Programs * Build organizational profile: promote RACS Global Health and it’s work across the sector and with current and prospective donors * Identify, build rapport with, assess, and manage the organization's relationship with partners in the international development space. * Work closely with the Senior Management Team to identify program expansion and new in-country funding opportunities.   **Grants/Financial Management:**   * Ensure all contracts are executed and effectively administered * Maintain a comprehensive Contracts Tracker to ensure contractual obligations and milestones are met * Ensure quality and accuracy of all financial reports and acquittals produced for donors, RACS Governance Committees and the Foundation for Surgery * Ensure full compliance with RACS and donor financial and risk management policies * Maintain currency of the RACS Global Health Finance Manual and key policies * Effective financial management of the RACS Global Health ANCP program * Contribute to successful DFAT reaccreditation   **Partnership and Stakeholder Engagement:**   * Build and maintain excellent relationships with donors, broaden network of donor and potential donor contacts, to remain well informed of new funding opportunities * Develop, review and update partnership policies, partner agreements, and MoUs to ensure all RACS Global Health partnerships are supported by current agreements and MOUs * Conduct Partner Due Diligence and Partner Capacity Assessments prior to the development of new partnerships   **Management of the RACS Global Health Scholarship Portfolio**   * Provide support for the Global Health Scholarships Committee * Oversee management of the GH Scholarships Port Folio and ensure scholarships are managed and disbursed according to relevant policies and terms of reference   **Staff Management:**   * Manage and provide timely support, mentoring and guidance to the Finance Business Partner and the Scholarships Coordinator. * Facilitate the performance review and professional development of staff through structured interactions, an annual performance review process and regular check-in meetings. |
| **Essential Skills, Qualifications and Personal Attributes** | * Post-graduate qualification (Business, International Development or related field) supported by a minimum of 10 years international or national level not-for-profit (NFP) fundraising experience. * A proven track record in: * effective relationship management * strategy and planning * bid development and contract management * excellent research, writing and project management skills * managing complex, donor-funded programs in the Indo-Pacific region. * Extensive knowledge of DFAT accreditation and ACFID and CID assessment |
| **RACS Competencies** | * strives to achieve strategic objectives * seeks to find better ways of working and increase stakeholder value * works collaboratively and demonstrates sound reasoning * effectively prioritises work and meets deadlines * team player, models RACS values * works with colleagues across RACS in the achievement of objectives * strives to grow professionally and is open to feedback * flexible and adaptive   **RACS is a child safe organisation. RACS recruitment and selection procedures reflect our commitment to the safety and protection of children in all our activities. As part of the selection process candidates are required to undergo a Police check, an anti-money laundering and counterterrorism check and signing of our Child Safeguarding Policy & Code of Conduct and RACS Workforce Conduct Policy.** |