

## **Job Title: Business Development Specialist**

### **Job Location: Broomfield, Colorado**

#### **JOB DESCRIPTION:**

Kimetrica ([www.kimetrica.com](http://www.kimetrica.com)) seeks qualified candidates for the position of Business Development Specialist who will work under the direction of the Head of Business Development on bids and proposals.

#### **RESPONSIBILITIES:**

##### **-Proposal Coordination**

- Coordinate proposal writing processes with technical staff, finance and human resources
- Ensure that project proposals and presentations are highly professional, closely following scopes of work/terms of reference and, critically, evaluation criteria, and are consistent with Kimetrica's core values and messages

##### **-Proposal Content Development**

- Write technical and non-technical content, such as executive summaries, technical methodology, corporate capacity statements, and other web-content
- Work with subject matter experts to translate technical solutions into clearly articulated, compelling, and compliant proposal documents
- Review donor publications and technical writing to incorporate preferred themes, language and key elements

##### **-Budget Development**

- Provide inputs to proposal budget development, which may include staffing and level of effort estimates, travel, allowances and other direct costs

##### **-Strategy**

- Contribute to Kimetrica's business development and broader growth strategies and processes
- Offer the Head of Business Development and Chief Operating Officer recommendations, based on thoughtful analysis of business opportunities, competition, and client analysis, providing decision-support for go/no-go decisions to ensure continued business expansion

##### **-Marketing**

- Draft web content that captures and delivers key messages by coordinating with technical managers on content for Kimetrica's website

##### **-Recruitment Support (for proposals)**

- Support proposal recruiting efforts
- Develop terms of reference for proposed personnel
- Coordinate the recruitment of candidates for bids
- Work with candidates to obtain any administrative items needed to meet bid/proposal requirements (e.g., CVs, biodata forms, etc.)

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#### **-New Business**

- Identify new business opportunities that align with Kimetrica's service areas and geographic interests through research and professional networks
- Review new business opportunities for methodological, logistical, and financial feasibility
- Inform bid/no bid decisions
- Support Podio knowledge management of bid/proposal decisions/status

#### **-Quality Assurance**

- Oversee the coordination and quality assurance of proposal team contributions to bids and proposals

#### **-Represent Kimetrica with potential partners and clients, as well as at public forums**

- Represent Kimetrica at public forums and with potential clients and partners

#### **-Administration (business development)**

- Support the development, finalization, and execution of internal administrative items (e.g., letters of intent, letters of commitment, contracts, teaming agreements, internal trackers, databases, etc.)
- Take notes during key phone calls and meetings

#### **-Other**

- Assist the Head of Business Development and Chief Operating Officer on other business-related tasks, as necessary

#### **-Research**

- Participate directly in research activities when there is a synergy between skills and needs

#### **QUALIFICATIONS AND SKILLS:**

- Bachelor's degree in a relevant field (e.g., international development, econometrics, business, or related subjects)
- At least five (5) years of progressively-responsible, relevant work experience
- Experience working at an international development consulting firm, international NGO, etc.
- Experience designing, managing, and/or conducting applied-research activities (qualitative, quantitative, mixed-methods)
- Experience managing complex teams and assignments
- Highly-skilled in writing, reviewing and copy-editing technical content
- Highly-skilled in prioritizing, multi-tasking, and thinking proactively
- Thrives in a fast-paced work environment against tight and regular deadlines

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- High attention to detail, strategic thinker, and organized
- Strong interpersonal, communication, and networking skills
- Strong familiarity with at least one international donor organization (e.g., USAID, World Bank, DFID, WFP, UNICEF, etc.)
- Proven experience in business development with a focus on international development a plus
- Experience in contract management, ideally with the U.S. Government, a plus
- An appetite to learn and keep abreast of changes in the international development industry
- Cross-cultural work experience
- Proficiency with Microsoft, Adobe and GSuite applications
- Ability to use multiple technology platforms

#### **REPORTING:**

The Business Development Specialist reports to the Head of Business Development

**SALARY RANGE:** \$60,000-\$70,000 Yearly

#### **BENEFITS:**

We offer the following benefits:

- Competitive salary package
- Health and Life Insurance
- Generous vacation, holidays and sick leave
- 401K with match

**LOCATION:** Broomfield, Colorado

80 Garden Center, Broomfield CO 80020

#### **ORGANIZATION DESCRIPTION:**

Formed by a group of former humanitarian and development workers in 2006, Kimetrica is a social enterprise focused on providing policy makers and project managers with the tools and skills they need to do their jobs well. Our work centers on providing knowledge management solutions for governments, bilateral, and multilateral donors, and not-for-profit organizations in the areas of performance management and disaster risk reduction. With offices in the United States and East Africa, Kimetrica employs 80 full-time professional staff and an extensive network of sector specialists with expertise ranging from early warning and contingency planning to social protection and research and data analysis.

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**EQUAL EMPLOYMENT OPPORTUNITY:**

We're proud to be an equal opportunity employer and celebrate our employees' differences, including race, color, religion, sex, sexual orientation, gender identity, and national origin.