

Job Description

Job Title:	Business Development Manager MENA
Group:	International
Dept/Project/Service:	International Business Development
Reports to:	Principal Business Development Manager MENA, with dotted line reporting to the Head of Business Development International
Responsible for:	N/A
Usual office base:	Regional MENA office, with flexibility for hybrid working
Grade:	4

Job Purpose:

Working closely with the Head of Business Development International, the International Director MENA and the wider International Senior Leadership Team, support the International Directorate to secure new, profitable and strategically important business through managing new business opportunities and the design of high impact solutions and bids. This will be achieved through taking ownership for the full opportunity life cycle and includes pre-positioning, playing a leading role in solution design, partnership management, bid writing and managing bid teams. The role holder will also manage market analysis projects and provide recommendations to help shape the International Directorate's growth plans.

Job Objectives:

1. Support the Head of Business Development International and the Director MENA with the management of the International Directorate's business development growth strategy, ensuring that Education Development Trust (EDT) is well positioned and prepared for the formal pre-procurement, procurement and mobilisation phases of new opportunities.
2. Play a significant role in identifying and sourcing new business through opportunity tracking and management, working with the Head of Business

Development International to ensure an appropriate number of opportunities to meet the growth strategy.

3. Manage and quality assure new business opportunities and lead on the conceptual design of solutions for opportunities of all sizes and bid writing to ensure successful production of high-quality bid submissions.
4. Provide strategic analysis of market information, including client and competitor reviews and provide recommendations to the Head of Business Development International and the wider International Senior Leadership Team on priority markets for the International Directorate.
5. Convene and manage multi-disciplinary bid teams, including internal stakeholder and external partners, ensuring that EDT is well positioned and prepared for the formal procurement phase of new opportunities.
6. Support wider business development colleagues, coaching/mentoring where necessary and ensuring strong business development processes are followed.
7. Support negotiations with external organisations to form partnerships for joint bids for new business opportunities and represent EDT in collaborative work with external partners during the bidding process.
8. Support the mobilisation and delivery of new programmes/projects where required.
9. Manage internal improvement projects intended to improve the performance of the International Business Development team.
10. Develop and maintain highly effective working relationships with key internal stakeholders

Person Specification:

Knowledge

Essential:

- » Excellent knowledge of core business development skills, including the operational design and management of complex projects
- » Strong technical knowledge of educational systems and policy issues in a range of markets
- » Strong political and strategic awareness of the education context in the Middle East

- » Working knowledge of project management principles
- » Excellent commercial awareness
- » Good knowledge of public procurement and sales processes

Desirable:

- » Awareness of the education context in North Africa and/or Asia
- » Utilisation of consistent and effective CRM system(s)

Experience**Essential:**

- » Demonstrable experience in a business development environment with success in managing bids for securing high value contracts
- » Experience of managing complex stakeholder relationships
- » Experience of overseeing matrix teams
- » Experience of successful programme / project design
- » Experience of working in a range of education markets or settings
- » Successful budget management

Skills**Essential:**

- » Effective communication skills, coupled with strong written skills (bid writing, research and presentation)
- » Ability to represent EDT credibly in professional, technical and business development relationships with key clients
- » Effective management skills
- » Strong stakeholder engagement skills
- » Strong analytical and strategic skills
- » Strong problem solving skills
- » Ability to draw up client ready solutions that meet commercial and operational expectations
- » Numerate with the ability to analyse complex sources of evidence
- » Strong IT skills and highly effective use of MS office applications
- » Good presentation and client engagement skills
- » Strong ability to work under pressure and to tight deadlines
- » Ability to work independently and as part of a team working on a larger project
- » Fluent bilingual Arabic/English (written and spoken)

Desirable:

- » Fluent bilingual Arabic/English (written and spoken)

Job Family:

Business Development

Our Values:



Safeguarding

Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure and Barring Service (DBS).

Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.