



Job Opportunity

Business Development Manager

Who are we?

Universalialia is a Canadian management consulting firm established in 1980. The firm specializes in monitoring, evaluation, learning, strategic planning, and accompanying performance improvement processes in organizations throughout Canada and in more than 90 countries worldwide. Internationally, the firm serves a broad and diverse range of multilateral and bilateral development agencies, foundations, and non-governmental organizations that work in international development. Our work covers a range of sectors including environmental governance, food-water-energy nexus and security, education, human rights, philanthropy, gender equality and social inclusion. (see www.universalialia.com)

Universalialia is currently recruiting a Business Development Manager to lead and manage our business development group/unit. This is a critical role in our firm, serving to sustain our solid performance, and both maintain and expand our client base. The Business Development Manager reports to the CEO and works closely with Practice Leaders in developing and implementing our Business Development strategy and operational plan.

Responsibilities:

- Facilitating development of the Business Development strategy and operational plan for the firm
- Managing all aspects of the bidding process (technical and financial tenders) to ensure adherence to Universalialia quality standards
- Coordinating and implementing the preparation and submission of key proposals
- Collaborating with Practice Leads to drive the opportunity pipeline, including identifying bidding opportunities and advising on Go/No-Go decisions
- Monitoring and guiding the bidding process and strategy for success
- Expanding our network and marketing our firm to secure external partnerships and associates
- Coordinating the work of the Business Development team (both internal and external resources)
- Maintaining and continually enhancing our proposal processes, systems, tools

Qualifications and experience:

- 8-12 years working in business development, preferably within a development consultancy organization, facilitating the development of business development strategy, overseeing the preparations of technical and financial business tenders

- Excellent understanding of the international development landscape, including knowledge of the business/procurement processes of at least one client system (International Financial Institutions, UN agencies, bilateral agencies, other)
- Clear and concise writing style in English; strong capacity in oral and written French and/or in other official languages of the UN is desirable
- Excellent organization skills with strong attention to detail
- Ability to manage and work in a team, including working with staff and partners from a wide range of backgrounds and cultures
- Time management skills and an ability to prioritize in times of heavy workload
- Excellent IT skills, including high level of competence with Microsoft Office
- An understanding of the planning, budgeting, and execution needs of research, monitoring and evaluation, strategic planning and capacity building projects
- Post-graduate degree and academic credentials or equivalent experience is an asset

The successful candidate must demonstrate strong interpersonal and communication skills, commitment to teamwork, as well as alignment with Universalia's core values of respect, equity, integrity, innovation, and excellence in delivering services that support clients in their progress towards the UN Sustainable Development Goals.

Offer conditions

Location: Preference for Montreal-based candidates (work will be home-based during periods of restrictions during the COVID-19 pandemic)

Start date: As soon as possible

Salary and Benefits: Salary to be negotiated based on experience (salary range CDN\$ 80,000 – 110,000), plus bonus and other benefits

Universalia is an equal opportunity employer and invites all qualified candidates to apply. Canadian citizenship, permanent residence, or valid work permit will be required. If you are interested in a challenging position with opportunities for advancement, please send us your résumé and a cover letter indicating your salary expectations. We appreciate the interest of all applicants; only candidates under consideration will be contacted.

To apply, please send the following elements to Pilar Albareda (palbareda@universalia.com) before 31 May 2021:

- *A cover letter*
- *A detailed and updated CV in English*