

POSITION: Business Development Process and Proposal Manager

Reporting to: Business Development Lead

One growing network. One shared mission. Are you passionate about inclusion and equality and ready to make an impact in a social enterprise? Includovate (Include+Innovate) incubates inclusive and rigorous research talent. That talent is envisaged to help create a more equal world free from biases where knowledge is co-created and justice is clearly defined. We believe that your attitude matters more than your experience.

We are looking for an ambitious individual who is motivated and passionate and wants to make the world a more equal place. We are a fast-paced organisation that values collaboration, capacity building, and a growth mindset. We look for people who are lifelong learners, hard workers, empathetic, and supportive. This is not a conventional job. Includovators improve the world by removing data biases, power imbalances and discriminatory mental models through evidence and learning. We guarantee interesting work.

Job Summary:

Includovate is looking for a passionate individual who comes with an excellent experience in business development and Project management in International development. The Program Manager for BD will coordinate the business development team, working on multiple proposal developments to ensure team selection, economies of scale and alignment with overall business goals. They will work with proposal developers on national and global projects to plan the submission of proposals to clients.

You will be a team player willing to give your all to help the social enterprise grow. We need you to deliver an outstanding 'Client Proposal' by ensuring our proposals are delivered to a high quality, on time and with clear and regular communication so our clients choose Includovate for their work. You coordinate across the firm to align methodology writers, budget reviewers, bid owners, etc., You manage task allocation and databases and consolidate performance metrics and other reports as requested by the BD head and executives. We are looking for a motivated, ambitious self-starter who is an innovator that loves autonomy, leading and developing capacity.

Proposal Management

- Coordinates internally between different teams (including Business Development Team Lead, BD HR, BD Proposal writers, Reviewers) to ensure the proposal writing process is complete.
- Consistently and effectively uses Includovate's project management platform and processes to implement and monitor projects (each proposal is considered as a separate proposal).

Includovate Pty Ltd

Company Number:

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- Maintain a bird's eye visibility over all proposals that are being written, and coordinate with other units (e.g. HR, Finance and other teams) to ensure smooth submission of proposals.
- Monitor proposal development risks and take risk mitigation actions as necessary.
- Builds and manages strong client relationships, including participating in client interviews for new projects.
- Employs sound judgment and discretion in assessing candidate qualifications and making informed subcontractor selection decisions.
- Regularly communicates with senior leadership and escalates issues where appropriate.
- Undertakes weekly searches of tenders, RFPs and other call outs for consultants, makes a list of proposals in the pipeline for the BD team
- Undertakes an assessment of the proposals in the pipeline, prioritise these and assign different roles to the teams, and ensure proposals are reviewed and completed, and submitted to the clients on time.

Quality Assurance & Research

- Conducts appropriate quality assurance on deliverables to ensure professional and engaging presentation of information, sound analysis, defensible conclusions, and consistent adherence to Includovate branding and quality.
- Where necessary, undertakes proposal writing associated with one or more research projects, including literature reviews and analysis, timelines and budgets, coordinating across the business development team
- Contributes to the development and execution of organisational goals, including assisting with training, capacity building, and systems development activities.
- Identifies opportunities for innovation and business process improvement.

Qualifications & Experience:

- Bachelor's degree (or equivalent qualifications) in business management, development studies, economics, education, law, management, public administration, sociology, and/or statistics.
- Minimum 5 yrs of relevant work experience with minimum 2 yrs of experience in coordinating a team.
- Ideally you will have experience in grant management, proposal writing, team compositions and coordination.
- Strong organisation, critical thinking, and problem-solving skills, with strong attention to detail.
- Fluency in English (being bilingual is an advantage, not a must).
- Includovate uses monday.com to manage our projects, familiarity with using software to manage projects is preferred.

Attitudes

- You listen well, instead of reacting fast, so you can better understand.
- You're concise and articulate in your communications
- You learn eagerly and rapidly
- You are a democratic and reject command-and-control structures.

- You take smart risks, creative and curious.
- You think of critical feedback as a growth opportunity
- You believe in gender equality and equal opportunity
- You are a feminist

Work Location: Remote working with excellent flexibility, you can be based anywhere in the world. Successful candidates need to have a computer/ laptop with high speed internet connection.

Employment Type: This is a 12 months contractual full time/ part time position with a very high probability of getting extended based on performance and finances.

Work hours: Flexible working arrangements apply, with some work falling outside core business hours to accommodate time zone differences.

Remuneration: We offer competitive remuneration depending on the candidate's base location and role suitability.

Where to apply: Interested candidates are requested to fill the job application [here](#)

ABOUT US

We are a global, multi-disciplinary, social enterprise dedicated to empowering women, marginalised communities and other excluded groups. As a feminist research incubator, we not only strive to improve the designs of global gender and inclusion programming and policy making standards, but also to reverse the post-colonial legacy in academic research. We take pride in our domain expertise and understanding of the local, socio-development context across the Global South, where we work with researchers to further a localisation and co-creation agenda. We also offer individuals, organisations, and corporations everything they need to create a diverse, equitable, and inclusive culture and drive real, impactful change

We model our beliefs. We employ people living with a disability in our business, as researchers, employees, managers and advocates. We firmly believe that diversity is essential to ensure our solutions suit the maximum number of people. The more diverse the problem-solving process, the longer the solutions last. Includovate leads the way in using emerging methodologies and innovative practices.

As a social enterprise, we invest some of our profits into independent research and build the capacity of local researchers to lead, publish, and improve the quality of the research performed in low-income countries. We employ southern researchers to lead the design of solutions and collaborate with international experts who contribute to methodological excellence and theoretical knowledge. By helping

more researchers of the Global South to publish, we shift the power balance of knowledge creation to those with less power.

We are committed to a diverse and inclusive work environment. We see diversity as one of our organisational strengths. We firmly support **equal employment opportunity (EEO)** and **affirmative action** as it aims to create a highly diverse global workforce. At all stages of the recruitment process, including the creation of a job description, the design of the application process, advertisement of the available position, shortlisting and selection, *we actively aim to promote gender equality and cultural diversity at all levels across the organisation.*

Includovate does not discriminate in hiring because of jewellery, dress codes, tattoos, gender identity, religious identity, race, colour, sexual preference, age, disability, marital status, family or carer responsibilities, pregnancy, religion, political opinion, class or social origin.

For more details, please visit www.includovate.com

OUR VALUES

- **Learning:** We stay curious, build capacity and consider failure as a learning opportunity.
- **Integrity:** We strive for excellence and take responsibility for ourselves and care for others.
- **Transparency:** We are authentic, and use a radical candour approach.
- **Equality:** Poverty, exclusion and discrimination can be overcome when we empower others and collaborate.