



INCLUDOVATE
INNOVATE FOR INCLUSION

POSITION: Business Development Talent Officer

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 startup organisation? Includovate (Include+Innovate) incubates inclusive and rigorous research talent. That talent will help to create a more equal world free from biases, where knowledge is co-created and justice is clearly defined. Your attitude matters more than your experience. We are not an NGO — we are a certified social enterprise, and this matters to our work ethic and how we measure our impact. We are a fast-paced organisation that values collaboration, innovation, capacity building, and a growth mindset. We seek individuals who are lifelong learners, diligent workers, empathetic, and supportive.

Job Summary:

This role will play a critical role in designing, identifying, and coordinating internal and external teams for competitive business development proposals. You will work closely with technical experts, proposal managers, talent pools, and partner organisations to **map technical expertise, identify key personnel**, and collaborate with proposal writers, technical leads, and the BD Lead to **assemble competitive, donor-aligned teams** for national and international proposals in the development sector.

This role is ideal for an individual who thrives at the intersection of **people strategy and proposal development**, and enjoys building high-performing, cross-functional teams for complex development sector bids. If you have an eye for matching talent with technical needs, a knack for coordination under tight deadlines, and experience navigating donor requirements, this role offers an exciting opportunity to make a tangible impact on global development projects.

The successful candidate will be expected to work with a high level of autonomy and initiative, proactively solving problems and making decisions that keep proposal timelines on track and teams aligned.

Key Responsibilities:

Proposal Team Composition

Includovate Pty Ltd

Company Number:

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- Analyse RFPs, RFAs, and ToRs to understand client requirements for roles, experience, and qualifications.
- Lead the end-to-end process of identifying and finalising team structures for business development proposals.
- Strategically select and assemble teams with the right mix of skills and expertise for each assignment.

Expert Identification & Coordination

- Coordinate with internal teams and external consultants to identify suitable candidates.
- Build and maintain a talent database of sectoral experts, advisors, and field professionals.
- Lead initial outreach and engagement with proposed candidates, including bio-data and CV alignment, daily rates negotiation etc.

Vetting, Documentations and Process Improvements:

- Review consultant capabilities and ensure alignment of team profiles with project needs.
- Support the preparation of personnel-related annexes (CVs, biodata forms, position descriptions).
- Customise and optimise CVs for researchers and consultants to align with the specific requirements of proposals.
- Stay informed about key donor trends in staffing expectations (USAID, FCDO, BMGF, etc.)
- Continuously assess and enhance expert identification strategies to increase efficiency and client satisfaction.
- Representation and Subcontractor Engagement: Act as the face of Includovate when approaching potential consultants.
- Virtual Team Coordination: Manage and coordinate teams in a virtual environment to ensure effective communication and collaboration.

Experience and skills:

- Minimum 3-5 years of experience in proposal development, BD operations, or resourcing in the development or consulting sector.
- Strong understanding of donor-funded project staffing norms.
- Proven experience in leading team composition for large, multi-stakeholder proposals.
- Familiarity with institutional donors (e.g., USAID, FCDO, GIZ, UNICEF, UNDP, ADB, World Bank).

- Excellent coordination, relationship-building, and communication skills.
- Proficient in MS Office, Google Workspace, and project documentation.
- Organisational or project management experience, preferably in research or consultancy settings.
- Demonstrated expertise in CV writing, editing, and tailoring for diverse audiences.
- Experience working in virtual teams and managing remote collaboration.
- Experience representing a firm and negotiating rates with external contractors.

Attitudes:

- Listens well and communicates articulately.
- Plans and implements tasks efficiently.
- Eager to learn, adapt, and take smart risks.
- Values feedback, equality, and collaboration.
- Committed to gender equality and feminist principles.

Work Location: Although it is largely a remote assignment, we prefer someone based in the South Asian time zone. Successful candidates must have access to a computer or laptop with a high-speed internet connection.

Employment Type: This is a twelve-month, full-time, contractual position with a high probability of extension based on performance and financial considerations.

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

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

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

ABOUT INCLUDOVATE

Includovate is an innovative research incubator dedicated to creating a more equitable world by tackling inequality and exclusion. We specialise in designing impactful interventions and leveraging cutting-edge research to reshape the complex social, political, economic, and environmental systems that perpetuate injustice. Our action-oriented approach focuses on 'systems change' to transform mindsets and dismantle structural barriers, delivering bespoke and manageable innovations that foster lasting gender equality and social inclusion.

At Includovate, diversity is our strength, reflected in our team, which includes individuals with disabilities in various roles, including researchers, employees, managers, and advocates. As a certified social enterprise, we reinvest our profits into independent research and capacity building, empowering local researchers in low-income countries and shifting the power balance of knowledge creation to the Global South. We champion flat power structures, fostering an environment of collaboration, participation, and open dialogue to ensure our solutions are inclusive and enduring. *For more details, please visit www.includovate.com.*

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

OUR VALUES:

- Learning: We stay curious and consider failure as a learning opportunity
- Integrity: We strive for excellence and take responsibility for ourselves, while also caring 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