September 2023



**JOB DESCRIPTION**

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| **Job Title** | **Senior Commercial Funding Officer** |
| **Reports to** | **Head of Business Development** |
| **Management Responsibility** | **None** |
| **Job location** | **Democratic Republic of the Congo, Kenya, Kyrgyzstan, Lebanon, Mali, Myanmar, Nepal, Netherlands, Niger, Nigeria, Rwanda, Tajikistan, Tunisia, Ukraine, United Kingdom** |
| **Grade** | **3** |
| **Contract Duration** | **Permanent** |

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| **Job Purpose** |
| The purpose of this position is to support Alert to grow our commercial contracting portfolio (consultancies and programme delivery tenders from institutional donors such as UK, EU, USA and UN Agencies). It is designed to provide project design and commercial fundraising expertise to thematic and country teams, including opportunity identification and bid development. The postholder will play a key role in client relationship management with both US-based and European contractors, working closely with the Conflict Hub to build and manage our consultants roster and consultancy pipeline. They will act as coordinator for any framework agreements, ensuring all key stakeholders have timely access to information and facilitating quality tender submissions. |
| **Duties and Responsibilities** |
| **Lead on opportunity identification and positioning for commercial contracts**   * Liaise with country, regional and technical teams to identify priority funding areas and build a strong commercial pipeline * Scan and identify suitable funding opportunities and share across Alert including attending early market engagement events * Build and maintain relationships with UK, US and European contractors to position Alert as a preferred sub-contractor * Support pre-bid partnership positioning and consortium building * Facilitate strategic go/no-go decision making   **Coordinate project design and bid development for commercial funding opportunities in collaboration with country, regional and global teams**   * Coordinate the bid development process for commercial tender opportunities including programme delivery contracts, framework bids and consultancies * Support consortium building and partner liaison as required * Provide written inputs to tender documents and gather relevant information e.g. CVs, compliance documents * Work closely with finance colleagues to ensure quality financial/commercial proposals in line with donor requirements * Provide donor-specific guidance to support effective targeting and tailoring of bids and ensure donor compliance |

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| **Act as framework coordinator for Alert’s framework agreements**   * Be the focal point for partners within Alert’s framework agreements including lead partner liaison (where Alert is a sub) * Monitor and share draw down opportunities, facilitating go/no-go processes and ensuring compliance with agreed timeframes * Coordinate bid development process for framework tenders * Provide guidance and support internally to ensure all relevant teams are well briefed in framework contracts * Monitor framework performance and provide periodic reports to key colleagues   **Help strengthen Alert’s approach to identify and secure commercial contracts**   * Collaborate with relevant colleagues to sharpen Alert’s offer, and ensure Alert has up-to-date capacity statements in all relevant areas * Work with GPU teams to increase our reach and impact on conflict sensitivity and conflict analysis; gender; peace economies; and climate crisis including support to business model development and developing fundraising strategies * Keep up to date on new rules and ways of working with key donors, and share important intel with colleagues * Collaborate with Global Delivery team colleagues to support systems strengthening and ensure donor compliance for commercial contracts   **Collaborate with the wider Resource Development team on learning and cross-organisational initiatives**   * Ensure the CRM is updated with relevant information * Provide training and learning opportunities for colleagues on commercial contracts * Contribute to the maintenance of the organisation’s funding pipeline * Participate in and provide input to regular team meetings, technical meetings and the fundraising community of practice * Contribute to team and organisation planning and strategy development |
| **Travel requirements** |
| The position can be based in London, the Hague or another of Alert’s countries of operation with regular travel to donor capitals (Europe and US) and country programmes. |

**PERSON SPECIFICATION**

ESSENTIAL REQUIREMENTS

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| Successful experience of securing commercial contracts for peacebuilding, development and/or humanitarian programmes |
| A good understanding, based on experience, of how donors make decisions and how to ensure tenders are in line with donor’s goals and needs |
| Experience of consortium building and negotiations with other actors including commercial contractors, INGOs and academic institutions |
| Proven track record in working with key donors on commercial contracts such as USAID, FCDO and/or EU, with a good understanding of T&Cs and ways of working |
| Skilled at leading and facilitating a team through the funding cycle, from early stage business development to contracting and reporting |
| Excellent convening skills, with experience of facilitating cooperation between colleagues and external stakeholders |
| Experience of contributing to tender submissions including written inputs to technical proposals, collaboration on commercial proposals and ensuring compliance with donor requirements |
| Good understanding of global conflict trends and peacebuilding approaches |
| Ability to understand and communicate complex technical information in an accessible way |
| Excellent verbal and written communication skills including fluency in English |
| Team player |
| Highly organised |
| Commitment to upholding Alert’s values and principles of gender, diversity, equity and inclusion |

DESIRABLE REQUIREMENTS

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| An undergraduate or postgraduate degree in a relevant subject |
| Experience of living and working in fragile and conflict affected states |
| Experience of working for an INGO or a good understanding of INGO funding modalities |
| Experience of working on peace and conflict issues |
| Working knowledge of French |