

Global Alliance for Improved Nutrition

Job title:	Business Development & Partnerships Coordinator-Ethiopia
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Classification:	Grade 4	Direct reports:	0
Work location	Addis Ababa, Ethiopia	Travel required:	20%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Working with governments, businesses and civil society, we aim to transform food systems so that they deliver healthier diets for all people, especially the most vulnerable.

Headquartered in Geneva, Switzerland, GAIN has offices in countries with high levels of malnutrition: Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania and Uganda. To support work in those countries, we have representative offices in the Netherlands, the United Kingdom, and the United States.

At GAIN, we believe that everyone in the world should have access to nutritious, safe, and affordable food. Today, one in three people drawn from nearly every country on the planet are unable to consume enough nutritious food. We work to develop and deliver solutions to this daily challenge.

DESCRIPTION
Overall purpose GAIN's funding is primarily derived from bilateral government aid agencies and foundations who support health and nutrition efforts in sub-Saharan Africa and Southern Asia. The GAIN Strategy sets ambitious targets for expanding funding for our country programmes, and diversifying our funding base, including to non-traditional and in-country financing sources. This role will support this strategy. We are particularly looking to support the development of our Ethiopia country programmes by mobilizing funds from global and national sources. The primary responsibility of this new role is to support the development of new funded projects and programmes by identifying appropriate funders or funding opportunities, coordinating internal resources, developing high quality proposals and providing advice to support GAIN's country teams in Ethiopia in securing and stewarding new funding grants and contracts. This position will serve as the main point of contact for Ethiopia country office on project development and resource mobilization, while supporting the country office team in designing new projects, leading proposal development, and coordinating donor reporting. The role also involves identifying and engaging new funding opportunities from diverse sources, including bilateral donors and foundations, and working closely with the Country Director and team to build and sustain partnerships that enable collaboration and funding growth. The position holder will contribute to Business Development Services by supporting enterprise growth initiatives through process improvements, quality control, and monitoring.
Tasks and responsibilities <u>Donor Identification & Resource Mobilization</u>

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- Scope and identify new donors and funding opportunities through partnerships, internal networks, and desk research.
- Act as the key contact for intelligence on funders, partners, and opportunities, ensuring information sharing with the global team.

Project & Proposal Development

- Work closely with Ethiopia country teams and technical experts on programme and proposal development.
- Contribute directly to writing, editing, and shaping project proposals.
- Ensure project design aligns with donor priorities, guidelines, and strategic objectives.
- Support development of proposal budgets in collaboration with finance teams and ensure feasibility.
- Define appropriate indicators to measure project progress and impact.

Bid Coordination & Quality Assurance

- Coordinate bid processes to produce high-quality, competitive proposals.
- Establish and manage internal teams to design projects, often under tight timelines.
- Track all proposal components (narrative, budget, M&E plan, workplan) to ensure timely and high-quality submission.
- Facilitate internal review processes and ensure compliance with GAIN procedures.
- Ensure timely submission of strong, impactful, and feasible proposals.

Donor Compliance & Reporting

- Ensure project teams understand donor rules and requirements.
- Oversee timely submission of high-quality donor reports.

Programme Support & Capacity Building

- Contribute to programme development and resource mobilization strategies, including promotional materials.
- Participate in and deliver workshops and meetings to guide prioritization of resource mobilization efforts.
- Build capacity of the Ethiopia team in project development, proposal preparation, and reporting.
- Hold regular meetings with country teams to track progress and advise on priorities.

Business Development & Enterprise Support

- Contribute to improving Business Development Services (BDS) to support SME and enterprise growth initiatives.

Key organisational relationships

- Reports to the Country Director, GAIN Ethiopia.
- Close collaboration with the Development Office.
- GAIN Ethiopia programme, policy, and operations teams.
- Development Office, Project Oversight Committee and the Legal and contracts team.

JOB REQUIREMENTS

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Competencies

- Excellent communication and writing skills.
- Excellent organisational skills and attention to detail.
- Excellent analytical skills.
- Strong Ability to think strategically and use that to help support country office resource mobilization efforts
- Strong ability to use initiative, prioritise, multi-task, and work well under pressure to meet deadlines.
- Strong communication skills in multicultural, multi-lingual environments.
- Good knowledge of development funding environment, for example with major government aid agencies, preferably including European funding and/or international foundations and trusts.
- Clear and systematic thinking that demonstrates good judgment, expert problem solving and creativity.
- Good understanding of budgeting in an international development context.
- Ability to establish, coordinate and drive ad-hoc teams through to development of proposals for new programmes.
- Proven ability to work effectively in a team environment and matrix structure in a lean, fast-moving environment is critical.
- Knowledge of Food and Nutrition Security (desirable).

Experience

- Experience in proposal development and fundraising, including leading ad-hoc teams towards the development of successful proposals.
- Experience in coordinating relationships and funding activities from major government aid agencies and/or international foundations/trusts.
- Experience in donor grants reporting.
- Experience or knowledge of Ethiopian funding landscape would be a significant advantage.
- Experience working in an international organisation or private sector in similar roles.
- Experience working in a multi-cultural team and ability to partner with global offices.
- Experience of training or capacity building (desirable).

Education

Bachelor's degree in international development or business/management/economics with equivalent experience. Post graduate qualification highly preferred.

Other requirements

- Fluency in written and spoken English.
- Working knowledge of other languages is an asset.

WHAT GAIN OFFERS

- A competitive remuneration package
- Flexible working hours through hybrid working opportunities
- Friendly working environment
- Professional development opportunities
- The chance to make a lasting contribution to reducing global malnutrition

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Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.