

**Medical Care Development
International Division**

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Position Announcement
Assistant Business Development Officer

Position: Junior (P2)

Location: MCDI's Home Office, Silver Spring MD

Availability: Immediate

Background

Medical Care Development International (MCDI, mcdinternational.org) is a US-based non-profit organization specialized in global health programming, with focus on malaria prevention and control, WASH, cervical cancer control and performance-based funding. MCDI currently operates in 17 countries of Africa, Asia and the Americas.

Roles and Responsibilities:

As a junior member of MCDI's professional staff, the Assistant Business Development Officer will provide technical and programmatic support for the planning and implementation of activities throughout the business development cycle. This includes participation as a proposal coordinator in capture and proposal development, to include supporting preparation of proposal budgets and recruitment of proposal staff.

Responsibilities include:

1. *Coordinate business development information and knowledge management.* Specifically, this includes organizing files and monitor tasks in SharePoint and Shared Folders and hard copies of BD documents, update or archive as appropriate, and updating the new business opportunity tracker on SP.
2. *Support positioning and capture activities.* This includes conducting intelligence gathering and research on donors, competitors, partners, and performing daily tracking of new business opportunities.

3. *Participate in proposal development.* This includes:
 - Serving in the proposal coordinator role and conducting background research;
 - Assisting with the preparation of organization capacity statements, past performance statements, staffing sections, CVs, security plan;
 - Working with the technical lead to develop annexes/attachments, diagrams and figures to meet the requirements of a solicitation;
 - Working with the technical and finance leads to develop proposal budget and cost application;
 - Working with HR and the technical lead to support the recruitment of proposal key staff;
4. *Participate in business development capacity building.* This includes providing BD capacity building for MCDI staff at HO and in the field, and helping to improve BD processes, tools and templates for more competitive, compliant and high quality proposals.

Desired Qualifications

1. BA/BS in international development, public health or related field, Master's degree is an advantage;
2. At least one year of work experience in international development or public health;
3. Experience in program development and, particularly, proposal writing;
4. Experience with proposal budgeting/cost application, and/or supporting recruitment for proposals;
5. Experience working with donors to include both US Government (e.g. USAID) and non-US donors (e.g. the World Bank, Bill and Melinda Gates Foundation, the Global Fund for AIDS, TB and Malaria, the UN, etc.);
6. Strong computer skills and advanced knowledge of spreadsheets;
7. Strong oral and written communication skills;
8. Strong organizational skills;
9. Ability to work in a team-oriented environment. Demonstrated experience working effectively under time constraints and handling multiple priorities;
10. Fluency in English required; working ability in French, Spanish and/or Portuguese preferred;
11. Proficient user of standard office software (Microsoft Word, Excel, Outlook, PowerPoint, Adobe, etc.);
12. Individual must be authorized to work in the U.S.

If interested, please submit:

1. an updated CV,
2. a cover letter, and
3. a completed USAID Biodata Form (1420)
4. a list of 3 references that we may contact
5. your salary expectations

to mcjobs@mcd.org or mail to MCDI, 8401 Colesville Road, Suite 425, Silver Spring, MD 20910, attention HR. **Position is open until filled**

Short listed applicants will be required to take tests to assess writing abilities, computer proficiency, and suitability for the job.