

Director, Business Development

Position Overview:

The Director, Development Director is responsible for developing and guiding the business development strategy for DT Institute's public sector programs. The Director will lead new business development efforts from designing the BD strategy, supporting technical leads in building the BD pipeline, to capture planning and proposal submission. The Director will oversee proposal teams coordinate with internal departments to ensure appropriate resourcing and direct the design and approach of proposals. The Director may supervise business development team members and consultants and be responsible for their mentoring, and training. This position has dual reporting to the Chief of Staff and CEO and will work closely with the Sr Director of Programs to design and deliver business development activities in coordination with the organization's strategic goals.

Primary Responsibilities

- Directs business development efforts to support strategic growth goals for public sector programs in close collaboration with program teams and senior leadership
- Conducts in-depth market research to qualify developing business opportunities; analyze client preferences, business develop forecasts, and technical sector trends to advise on pipeline strategy
- Leads on resourcing capture and proposal teams and create capture plans that strategically assess bids, draw on all available resources, and result in winning bid plans
- Provides BD oversight on pipeline opportunities, plan and execute capture trips, lead pre-positioning efforts, direct the approach and design of bids, serve as a reviewer and ensure compliance on all proposal submissions
- Participates in target/bid reviews and provides ongoing feedback to senior management on the status of capture efforts and the viability of continued investment of time and resources in developing business opportunities
- Upon release of RFPs, leads on the analysis of solicitations and design of an effective strategy for proposal development to ensure successful transition from capture phase to proposal process
- Develops and cultivates relationships with strategic partners, technical subject matter experts, and professional writers to contribute to technical solution designs, reviews, and analysis of proposals and business development strategy
- Represents DT Global at strategic business development industry events and conferences
- Coordinates with members of DT Global corporate offices to identify opportunities to collaborate on bids to leverage global qualifications and structures
- Supervises, mentors and trains BD staff –including direct supervisees, other members of the BD team, and PMs working on BD. Create a collaborative team culture that supports innovation and learning
- Facilitates technical solution design sessions and serves as a section author and/or integrating writer when needed



- Contributes to the development of policies and procedures to continuously improve capture and proposal processes, tools and SOPs. Supports knowledge management for the team
- Some international travel required

Education: Master’s degree or equivalent in International Relations, Business Administration or a related field.

Experience: Minimum ten (10) years experience in International Programming and at least five (5) years experience in new business development, with demonstrated experience in the government contracting environment.

Key Skills:

Extensive experience with USG and other federal and multilateral agencies involved with international development, humanitarian assistance, logistics or related activities

Demonstrated ability to lead and achieve results through others.

Advanced ability to think strategically and plan over a 1-5 year time span

Experience leading and managing diverse teams, providing technical and operational guidance to ensure the success of all team members

Demonstrated problem analysis and resolution at both a strategic and functional level

Excellent interpersonal and communication skills including presentation skills

Excellent written communication skills, including the ability to articulate solutions in a clear, concise, and persuasive manner

A thorough knowledge of the development industry, with a wide business development network of international donors and service providers

English required; second language preferred

To Apply: Send your **resume and cover letter** to info@dt-institute.org with a subject line “Director, Business Development Application.”