

## **Vacancy announcement**

**Position: Business Development Officer, RECOFTC Main Office**

**Deadline for application:** 18 April 2024

RECOFTC is an international nonprofit organization working towards a future where resilient communities with respected rights thrive in forest landscapes that they manage sustainably and equitably. We take a long-term, landscape-based and inclusive approach in supporting local communities to secure their land and resource rights, stop deforestation, find alternative livelihoods and foster gender equality. We have more than 37 years of experience working with people and forests and have built trusting relationships with partners at all levels. As a trusted, honest broker, we occupy a distinct position as an international organization that supports, informs and brings together governments, communities, businesses, academia and civil society organizations. Our innovations, knowledge and initiatives enable countries to foster good forest governance, mitigate and adapt to climate change and achieve the UN Global Goals.

RECOFTC operates in the Asia-Pacific region, with country program offices in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam.

RECOFTC is seeking a Business Development Officer for its Executive Office at the Main Office in Bangkok, Thailand. The position is open to external candidates. The selected candidate will be offered a 24-month contract with the possibility of an extension, contingent on funding availability and satisfactory performance.

### **Tasks and duties**

The Business Development Officer is a member of RECOFTC's Executive Office and reports directly to the Business Development Manager. The Business Development team's role involves monitoring, tracking and applying for funding opportunities, as well as cultivating relationships with both existing and potential new funders and partners. In alignment with RECOFTC's Strategic Plan for 2023-2028, our goal is to expand and diversify our funding and donor base.

The Business Development Officer will play an integral role in securing new businesses and strengthening existing relationships, serving as the focal point for all cost proposals and leading the standardization of RECOFTC's budgeting process. This position will collaborate across the organization to provide business development support, particularly as the budget lead for cost proposals.

Specific tasks and duties:

- Provide business development expertise in proposal preparation and positioning for specific opportunities with institutional donors (bilateral, multilateral organizations), foundations, corporations and other funders, with a special focus on budgeting and cost inputs

- Serve as the budget lead on proposals, collaborating with technical, management, finance and partnerships staff to integrate inputs into a responsive, cost-competitive detailed budget and budget narrative
- Collaborate with proposal teams to ensure an understanding of proposal requirements and establish competitive and reasonable costs and pricing data for the development of cost proposals in accordance with relevant proposal specifications
- Create and modify budget spreadsheet templates to meet client requirements
- Manage partners and sub-partners as part of the proposal process, including developing budget templates, providing budget assumptions, negotiating and reviewing budgets including notes, and ensuring final submissions comply with donor requirements
- Lead the development and/or updating of relevant cost proposal tools, resources and training, including RECOFTC's budgeting guidelines
- Streamline RECOFTC's budgeting system and process to ensure cost-effective and compliant budgets are submitted to donors and clients
- Train and mentor staff, as needed, to enhance their skills in cost proposal and budget development across various donors
- Regularly maintain and update RECOFTC costing data
- Research market trends and costs to ensure RECOFTC costs are competitive and align with industry standards
- Support RECOFTC's business development pipeline, including building a solid, bankable pipeline of projects at both country and regional levels
- Actively contribute to RECOFTC's business development efforts and business development strategy by supporting RECOFTC country programs with their business development efforts and planning
- Perform other tasks as assigned by the Business Development Manager

### **Qualifications and experience**

The Business Development Officer should have the following essential qualifications and experience:

#### **Essential**

- A bachelor's degree in international development, finance, economics, business administration or a related field, with a master's degree preferred
- A minimum of five years of professional experience in business development, fundraising, international development, budgeting or finance
- Strong Microsoft Excel skills and experience in preparing complex spreadsheets and budgets
- Demonstrated experience in developing complete cost proposals, including detailed budgets, budget narratives and other supporting cost information, for various donors
- Demonstrated experience in leading and producing competitive cost proposals in programming contexts
- Proficiency in applying relevant cost principles, budgeting methodologies and cost presentations for bilateral and multilateral donor agencies (such as USAID, FCDO, EU and the UN)
- Working knowledge of contracting processes and compliance with donor regulations
- Ability to manage multiple ongoing responsibilities with strong organizational and prioritization skills
- Excellent verbal and written communication and presentation skills in English

- Strong strategic, analytical, systems thinking and problem-solving skills, with the capacity to see the big picture
- Excellent negotiation skills
- A good sense of humor, team player and positive attitude
- A self-starter, willing to take initiative and follow through on tasks, works well independently or as part of a team

#### Desirable

- A solid understanding of the environment and natural resource management sector, particularly in areas such as forestry, climate change, governance, livelihoods, and gender and social inclusion
- Experience working with a small team with limited resources and the ability to take on various roles as necessary
- Professional experience within the Southeast Asian context
- Familiarity with the design of green business models or sustainable finance initiatives in the forestry and land-use sector
- Knowledge of an Asian language

#### **RECOFTC's core values**

At RECOFTC, our core values are the foundation of our culture and guide all our work. In addition to job-specific skills and experience, the applicant should possess the following characteristics, attitudes and skills:

- Embrace innovation
- Adapt to and learn from challenges
- Nurture commitment, responsibility and ownership
- Collaborate with partners and stakeholders
- Commit to sustainability
- Cultivate participation, gender equality and social inclusion
- Prioritize well-being

#### **How to apply**

Interested candidates are invited to submit their CV and a cover letter. The cover letter should explain why the candidate believes they are suitable for the position, include salary expectations and provide current contact information for three referees, including recent supervisors. Applications can be submitted by clicking the [provided link](#).

Only shortlisted candidates will be contacted. RECOFTC offers a competitive compensation package.

For more information about RECOFTC, please visit our website at <https://www.recoftc.org/>

RECOFTC is committed to non-discrimination and equal opportunity. Applicants will not be discriminated against based on ethnicity, religion, age, nationality, physical disability, sexual orientation, gender identity, color, marital status, medical condition, or any other classification

protected by RECOFTC's values and code of conduct. Reasonable accommodations may be made to enable qualified disabled applicants to participate in the application process. If you require special accommodation, please inform RECOFTC's Human Resources in writing at the time of application. The successful candidate will be selected based on merit. RECOFTC strongly encourages women and Thai nationals to apply.