



Business Development Manager

Various locations

Who we are

Acted works with 19 million people across 43 countries at the intersection of humanitarian, development, climate and environmental programming. We draw on deep contextual knowledge and embrace emerging technologies to save lives, alleviate suffering, and protect and restore our planet. Working in collaboration with a growing ecosystem of local, national and international partners, we pursue one shared objective: a 3Zero World - Zero Exclusion, Zero Carbon and Zero Poverty.

Learn more: <https://www.acted.org>



acted

ZERO
EXCLUSION
CARBON
POVERTY

Who we are looking for

You bring the core competencies required for classical humanitarian and development work, alongside an active climate and environmental conscience, and you can navigate the challenges that arise when human and environmental suffering intersect. You have an entrepreneurial mindset: you see opportunities, connect dots, adapt your approach to different environments, and take measured risks in pursuit of results. You balance principles with pragmatism, and ambition with humility.

Job purpose

The Business Development Manager (BDM) supports the Country Director in translating country strategic and business development priorities into concrete funding opportunities, partnerships, and proposals, in an increasingly fragmented and competitive funding environment.

Under the guidance of the Country Director, the BDM operationalises Acted's country-level positioning and funding strategy by leading project development, donor engagement, and partnership-building efforts across a diversified financing landscape. This includes engagement with traditional humanitarian and development donors, climate finance mechanisms, and private-sector and investment-oriented partners.

The BDM ensures the development of high-quality, compliant, and timely proposals and the effective management of grants and partnerships throughout the project cycle. The role also facilitates strong internal coordination between in-country programmes and support teams and HQ counterparts, and contributes to strengthening Acted's visibility, credibility, and influence with external stakeholders.

Duties and responsibilities

1. Positioning, business development and fundraising

1.1. Positioning and business development

- Support the Country Director in analysing the country's socio-economic, humanitarian, climate, and political context, with a specific focus on funding trends, donor strategies, and emerging financing mechanisms.
- Monitor and analyse developments across humanitarian aid, climate finance, and private-sector engagement, identifying risks and opportunities for Acted.
- Conduct and regularly update stakeholder, donor, and partner mapping, including traditional donors, climate finance actors, and private-sector stakeholders.
- Contribute to the development, review, and operationalisation of the country programme and business development strategy, in alignment with Acted's global priorities.
- Translate programmatic strengths, evidence, and learning into clear value propositions adapted to different partner and donor categories.
- Proactively inform the Country Director and relevant HQ teams of strategic shifts, emerging opportunities, and partnership prospects.

1.2. Proposal development and contracting

- Lead and coordinate the development of fundraising documents (Expressions of Interest, concept notes, and full proposals) across all funding streams.
- Ensure proposals are strategically aligned, technically sound, financially realistic, and compliant with donor and partner requirements.
- Coordinate closely with programme, MEAL, FLATS, and HQ teams to ensure quality, feasibility, and risk awareness.
- Support the Country Director in negotiations with donors and partners and review contracts prior to signature, liaising with Acted HQ when required.

Duties and responsibilities

1.3. Fundraising and partnership development

1.3.1. Traditional humanitarian and development donors

- Identify, track, and pursue funding opportunities with bilateral donors, UN agencies, pooled funds, and multilateral institutions.
- Maintain active and regular working relationships with donors, acting as focal point for day-to-day donor communication and coordination of donor field visits.

1.3.2. Climate finance mechanisms

- Support the identification and development of climate finance opportunities (e.g. GCF, FRLD) in close coordination with the Country Director, Acted HQ, and technical teams.
- Contribute to the design of climate-relevant concepts and proposals, ensuring alignment with national climate priorities, institutional frameworks, and financing requirements.
- Support engagement with national climate institutions, designated authorities, and coordination platforms to strengthen Acted's positioning in climate finance.

1.3.3. Private-sector and investment-oriented partnerships

- Identify and explore non-traditional partnerships with private-sector actors, financial institutions, and foundations, focusing on mutually beneficial and sustainable engagement models.
- Support the development of partnership approaches that go beyond corporate social responsibility, including service delivery partnerships, blended finance, or market-based solutions, where relevant.
- Contribute to internal due diligence, risk analysis, and coordination required for engaging with private-sector and investment partners.

Duties and responsibilities

2. Grant and partnership management

- Ensure that contractual obligations, reporting deadlines, and visibility requirements are clearly communicated to and understood by relevant teams.
- Oversee the development of high-quality narrative reports in close coordination with MEAL, finance, and Acted HQ, ensuring coherence between narrative and financial reporting.
- Ensure timely follow-up on donor requests, contract amendments, and reporting requirements.
- Support effective partner follow-up, including the development and monitoring of grant agreements and partner reporting compliance.

3. Management, internal coordination and capacity building

- Manage and support the Business Development Department team, ensuring clarity of roles, performance management, and positive team dynamics.
- Coach, train, and mentor BDD staff, strengthening capacities in strategic positioning, donor intelligence, proposal development, and diversified financing approaches.
- Facilitate effective internal coordination and information flow between field, capital, regional, and HQ levels through established coordination mechanisms.
- Ensure proper filing, documentation, and knowledge management of project development and grant-related documents.

4. External communication and visibility

- Contribute to Acted's external communication and visibility strategy by coordinating with HQ Communications and feeding relevant updates, success stories, and learning products.
- Support media engagement, donor visibility actions, and the production of communication materials showcasing Acted's impact and partnerships.
- Contribute to the drafting and dissemination of position papers, briefs, and advocacy messages in line with Acted's country and global positioning.

Terms of appointment

Salary

The salary for this role is between 50 000 and 60 000 EUR, before income tax, depending on the country, level of education, seniority, and other criteria. There is an additional monthly living allowance of 300 USD.

Contract type

The contract is a fixed-term contract for 1-year, renewable.

Accommodation

Acted provides a housing allowance of up to 75% of a benchmark. Otherwise, Acted can provide accommodation in a shared guesthouse, with an accompanying food allowance.

Insurance and pension

Acted provides health insurance, life insurance, repatriation assistance, unemployment insurance (for EU citizens) and a contribution to pension. Psychological assistance services are also provided. Acted additionally provides a free annual 30-minute call with a tax consultant.

Flights and luggage

Acted provides a home flight ticket every 6 months, and up to 100kg of luggage.

Leave

Annual leave is between 25 and 43 days per year, depending on the country of assignment.

Preparation

Acted provides one week of pre-departure training in Paris, France, including a 4-day in-situ security training.

How to apply

Please send your application (CV and letter of motivation) by email (jobs@acted.org), including the reference: [BDM], or apply via: [Business Development Manager - Various locations - Acted](#).

Please note that Acted will never charge a fee for the recruitment process.

