



Job Description

Business Development Manager, Innovations in Healthcare

Occupational Summary

Innovations in Healthcare is a US non-profit organization co-founded by Duke University, McKinsey & Company, and the World Economic Forum, and is hosted at Duke. It seeks to improve healthcare and advance health worldwide by sourcing, strengthening, scaling, and studying the best healthcare innovations globally.

Innovations in Healthcare is collaborating closely with the Global Health Innovation Center @ Duke (Center), launching in summer 2016. The Center studies and supports the scaling and adaptation of innovations, and related policy reforms, to address critical health challenges worldwide.

Innovations in Healthcare seeks a dynamic and proven individual to lead business development (including developing new opportunities, facilitating and writing proposals, and developing strategic collaborations), manage client/collaborator relationships, and support the organization's strategic and financial growth. The position will be based in Durham, North Carolina, and reports to the Deputy Director.

The individual will successfully raise funding and business support from national and international sources to provide capital for Innovations in Healthcare's global mission to research and scale healthcare innovations to increase access to quality, affordable healthcare worldwide. Key job responsibilities would include researching appropriate funders to support the work of Innovations in Healthcare, developing and facilitating proposals and processes for specific potential funders and sponsors including budgeting and pricing development, proposal writing, presentations, and contract negotiations to build beneficial relationships with funders. The successful candidate will have a proven record of managing and growing funder and strategic partner relationships over time. The successful candidate will have successful experience in working with academic researchers and C-level executives of large and small organizations, garnering funding support from a variety of types of companies and agencies, including multi-national corporations.

Work Performed

Lead in the creation and management of a dedicated resource development function. Work with team members, Executive Director and Deputy Director to raise support from US and international sources. Build and strengthen relationships with current and potential funders.

Conduct research to identify new funders. Participate in all aspects of resource development and interact with all types of relevant supporters. Lead and support team efforts in identifying and successfully responding to funding opportunities. Support development and management of strategic collaborations with other organizations globally. Support management of Innovations in Healthcare's Board of Overseers, and related fundraising tasks with the Global Health Innovation Center @ Duke.

Develop proposals and supporter relationships through responses to Requests for Proposal (RFPs) and other such instruments across a wide range of funder types (e.g., governments, multilateral agencies, multinational corporations, foundations and venture capitalists). Work with Innovations in Healthcare team to develop and modify proposals as necessary. Formulate proposals, both with team members and with various groups working in global health at Duke as appropriate. Provide team with technical assistance and implementation work for all tasks related to identifying, applying for, and reporting on project funds. Create budget and pricing protocols.

Create systems to make the work most efficient and effective, including and not limited to:

- Proposal and reporting tracking systems
- Tracking interactions with funders and supporters
- Managing proposal and reporting processes

Assist team with business plans/project plans for proposals, including strategic business development, project monitoring and evaluation plans and cost analysis to meet proposed project needs. Facilitate contract communications and interactions among the various parties; make recommendations for developing the project plan, roles and responsibilities and scope of work for each project with input from team members and donors themselves.

Draft proposal narratives, create draft budgets to package proposals and reports appropriately. Plan and conduct funder and supporter visits.

Communicate to Innovations in Healthcare staff the inputs needed for negotiations and proposals; focus on conveying the expectations set forth for each group with clear details, critical timeframes and expectations. Collaborate with Innovations in Healthcare finance personnel to track and evaluate project performance and provide recommendations for refinements in ongoing funder negotiations.

Track and report on the status of all proposal components. Establish and maintain on-going relationships with the various parties to anticipate and resolve potential problems. Create strong funder and supporter relationships for Innovations in Healthcare.

Perform other related duties incidental to the work described herein.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Required Qualifications at this Level

Education/Training: Bachelor's Degree with a focus on writing, global health, business relations, or other related discipline.

Experience: At least five years of experience in global fundraising, including bilateral and multilateral agencies, multinational corporations, and foundations. Demonstrated ability to engage with a wide variety of funder types and bring closure to funding negotiations. Experience and demonstrated success for fundraising desired.

**OR AN EQUIVALENT COMBINATION OF RELEVANT
EDUCATION AND/OR EXPERIENCE**

Skills: Excellent and proven writing skills, presentation abilities and relationship-building with a variety of funder types, including C-level executives. Experience and demonstrated success in managing supporter relationships and solving problems to speed acceptance of proposals. Must have excellent communication skills, demonstrated ability to manage tight deadlines and focus to complete high-quality work.

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.



Duke University and Innovations in Healthcare is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, genetic information, gender, gender identity, national origin, race, religion, sexual orientation, or veteran status.

Essential Physical Job Functions: Certain jobs at Duke University, Innovations in Healthcare and Duke University Health System may include essential job functions that require specific physical and/or mental abilities. Additional information and provision for requests for reasonable accommodation will be provided by each hiring department.

To Apply

Please send, via email, a cover letter and resume/CV to iihjobs@duke.edu. The Subject Line of the email should read as follows: "Business Development Manager – [Last Name]." Thank you in advance for your application.