

**Position:** New Business Director  
**Opportunity Type:** Full-Time Job  
**Location:** Arlington, VA



### **About the Organization:**

Connexus Corporation ([www.connexuscorporation.com](http://www.connexuscorporation.com)) is an international development consulting firm. Connexus' mission is to provide high quality global consulting services to transform international development and build local capacity. We design sustainable, market-based development strategies that link developing economies with global markets to increase incomes of the poor and improve food security. Connexus is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, or protected veteran status. However, candidates must be authorized to work in the United States.

### **About the Position:**

Connexus is seeking a **New Business Director** for a home office position.

### **Tasks and Responsibilities:**

- Develop winning proposals, including overseeing entire proposal process, formulating technical strategies and writing technical responses, supporting recruitment of consultants, drafting past performance reports, summarizing corporate qualifications, drafting budgets and cost notes, and contributing to other areas of proposal development as needed.
- Research and track new business opportunities, including through Connexus' GSA contract, and make recommendations for specific RFPs, RFIs, RFQs, etc. to which Connexus should respond.
- Travel for new business opportunities, including collecting relevant information, connecting with key stakeholders and potential partners, and researching possible proposal strategies and win themes.
- Maintain and improve systems for recruiting and forging positive relationships with consultants, partners, and clients.
- Create marketing and promotional materials and create mechanisms for tracking their effectiveness and value per dollar spent.
- Support technical assistance assignments, including our annual Cracking the Nut conference, as needed.
- Provide other administrative, organizational, and technical support, as needed

### **Qualifications:**

- Bachelor's degree (required) in business, economics, international studies or related field; Master's degree preferred.
- At least 10 years of relevant professional experience.
- USAID proposal development experience, including reviewing requests for proposals, conducting capture trips, developing technical strategies and writing technical responses, recruiting consultants, and contributing to other aspects of new business development.
- Experience designing marketing and promotional materials and crafting marketing language.
- Strong writing skills and exceptional attention to detail, with proven ability to multi-task and work under tight time constraints.
- French, Spanish or other foreign language skills preferred.
- Must be authorized to work in the United States and willing to travel overseas as needed.

**Deadline:** December 19, 2020

**How to Apply:** Send resume and cover letter to [careers@connexus.email](mailto:careers@connexus.email) with "New Business Director - 2020" in the subject line. No phone calls please.