



Business Development Manager

Mzuzu Entrepreneur Hub

Location: Mzuzu (Physical)

Contract type: One Year (Renewable)

ABOUT MZUZU E-HUB

Mzuzu E-Hub is a social enterprise registered under company's incorporation Act TMBRS 1010145 based in Mzuzu, Malawi that was established with the aim of building a community of entrepreneurs creating innovative solutions for their communities to foster job creation and poverty eradication. We provide co-working space, business incubation and technical assistance to start up and emerging enterprises by linking them to a network of services for growth and success. We facilitate this through skills and knowledge transfer, information sharing and provide access to resources, opportunities and networking platforms.

Since inception in 2017, Mzuzu E-Hub has grown tremendously and expanded staff and operations hence seeking a Technology Integration Coordinator to play a leading role in helping us manage the coordination of technology skills transfer for children, youth and the elderly under the Media information literacy education (MILE) program. The successful candidate for this position must demonstrate solid non-profit experience and passion towards technology, education, youth empowerment and enterprise support.

JOB SUMMARY

The BDS Manager will be the prime interface for entrepreneurs and responsible for managing the operations, planning, marketing and development of the enterprise and technology incubator aspect of the Mzuzu E-Hub. The BDS Manager will support design, implementation and monitoring of all business development support services relating to business incubation including the Bizcubation, Women in Biz, Youth and Women for Biz Innovation Challenge. The BDS Manager position is a full time, regular position and reports to and works closely with the Managing Director.

KEY RESPONSIBILITIES

Planning, monitoring and evaluating business development programs

- Efficient and effective management of all business development programs with close oversight of implementing teams ensuring positive collaboration and coordination between relevant departments and interdependent projects.
- Development and implement effective business development program monitoring systems to ensure effective progression of activities through various check-in tools – weekly, monthly and quarterly as appropriate.
- Coordinate business development program reporting and analytic with project implementation and MEL teams.

Manage scope, schedule, budget, and plan

- Enhance decision making and problem solving associated with business development programs and projects by reporting and resolving challenges and delays
- Consolidating and managing budgets for various programs and projects into one master budget
- Participating organization's resource mobilization through tender and grant application processes including design, submission and review
- Managing timelines, quality of deliverables, Identifying and assigning program team members

Program sustainability and growth

- Develop and implement a sustainability strategy, including (but not limited to) developing a robust risk mitigation plan
- Understand and leverage project interlinks and overlaps increase beneficiary impact; grow impact touchpoints per program
- Work with the communications, fundraising and engagement team to grow the business development services awareness and organization visibility across various stakeholders through effective impact reporting and impact driven storytelling.
- Identify opportunities for growth, from existing or new program through diversification, innovation, collaboration and partnerships.

Reporting and Compliance

- Updating and reporting on business development programs performance and progress to implementing business development program's team, the Managing Director and the Board of Directors
- Ensuring relevant standards, process and regulations are upheld including adherence to policies and strategies governing the organization and its affiliates.

Collaboration

The Technology Integration Coordinator will oversee the Business Development Support department with full responsibility to support the following staff including:

- Business Development Officers

QUALIFICATIONS

Experience and Academic Qualifications

- Minimum 3 years prior experience in an entry level or mid-level management position supporting a non-profit/social enterprise
- Experience in business development support especially focusing on business incubation, community building and engagement, event planning and management, partner engagement
- University degree in Business Administration from an accredited institution of higher learning
- Preferably a registered trainer/training facilitator from a recognised institution

Expertise and Skills

- Experience in project delivery within business development and enterprise support
- Direct experience with business incubation and accelerator program execution
- Strong planning, organizing and strategic management ability to balance competing priorities between existing and developing projects and short-term vs long term objectives.
- Strong communication and interpersonal skills
- Able to read and understand financial data
- Able to generate track and manage budget
- Strong analytical ability (able to interpret complex data, identify patterns, critique hypothesis and review outcomes and impact)
- People leadership (able to manage a team effectively)
- Some experience with procurement
- Ability to design and or deliver training
- Aptitude and interest in fundraising
- Digital technology and communication savvy

HOW TO APPLY

Submit the following:

- Cover letter addressing how you meet the necessary qualifications and outline why you would like to work with Mzuzu E-Hub
- Resume/Curriculum Vitae
- List of three traceable referees

Email: hello@mzuzuehub.org

Please include Business Development Manager in the subject line

To learn more about the Mzuzu E-Hub, please visit our website <https://www.mzuzuehub.org>

Mzuzu Entrepreneur hub is an equal and inclusive employer, committed to increasing the diversity of its workforce. Mzuzu E-Hub will offer a modest salary based on one's experience and qualification and is open to negotiation.