

## POSITION ANNOUNCEMENT

- Job Title:** New Business Development Manager  
**Location:** Washington D.C.  
**Expected Start Date:** June 1, 2017  
**Position Type:** Full-time

### ENVIRONMENTAL INCENTIVES, LLC

Environmental Incentives designs performance-driven approaches to conservation, aligning public and private sector objectives to create resilient water, land, and wildlife resources. EI is a consulting firm that integrates adaptive management into decision-making to help public- and private-sector organizations improve the performance of their conservation and development investments. Environmental Incentives is a small business implementing a growth plan based on a successful track record to date, with three offices across the US.

- Western Office (headquarters) - South Lake Tahoe, CA
- Eastern Office - Washington, DC
- Mountain Office - Denver, CO

### OPPORTUNITY

Environmental Incentives is seeking a highly productive person to fill the position of New Business Development Manager in its Washington, D.C. office. The New Business Development Manager will work with EI's growing team of technical experts and operations staff to manage business development systems and processes, manage existing awards and agreements (including subawards), and coordinate strategy development and positioning for new business.

The position is full-time, based in Washington, D.C. and will report to the DC Office Director and lead for the International Conservation Practice Area.

#### Primary Responsibilities

- Refine and manage business development process, including opportunity scanning, strategic positioning, and staff engagement in business development tasks.
- Track opportunities for business development, prepare short analyses on EI eligibility and positioning, and manage pipeline tracking. Contribute to related staffing planning and work planning for the International Conservation Practice Area.
- Lead development and use of business development materials, including qualifications statements, resumes, business development-related marketing materials, and talks. Assist in preparation of and messaging for presentations and other external engagements.
- Conduct market/competitiveness analyses.
- Oversee proposal development process. Coordinate internal production and review and engagement with partners as appropriate. Develop cost proposals. Provide quality control to and directly support the proposal process, including: teaming strategy and partner selection; proposal planning and process management; coordinating the proposal team; partner relations; writing, reviewing, or editing proposal sections; and final proposal submission.
- Support development and maintenance of strategic partnerships with other organizations.
- Provide coaching and mentoring to EI staff in new business development.
- Support award negotiation.
- Provide support to all project start-up activities, including recruiting, onboarding, coordination with partners, and development of year-one activities to ensure a smooth transition from bidding to implementation.
- Manage internal planning for and reporting on pipeline and business development activities through Salesforce and internal meetings.
- Identify needs for, define, and implement office, company, and project protocols to streamline award management.

## QUALITIES & EXPERIENCE SOUGHT

We are seeking a candidate with the following qualities and experience:

### Experience & Expertise

- 4-8 years demonstrated experience and success in USAID proposal development, successful business development, and partnership-building
- Understanding of USAID procurement processes and program management cycle
- Demonstrated success developing and coordinating internal teams and engaging staff effectively and efficiently
- Ability to work under tight deadlines
- Master's in business administration, organizational management, or equivalent combination of education and work experience preferred

### Qualities & Characteristics

- Problem-solving orientation with a desire and ability to work independently and contribute to collaborative solutions
- Highly organized with excellent verbal and written communication skills
- Strong work ethic and commitment to timely delivery of high-quality products
- Commitment to Environmental Incentives' core principles: environmental improvement, open and honest communication, and creating durable solutions.

## TRAVEL REQUIREMENTS AND BASE STATION

The position will be based in Washington D.C. with occasional travel.

## COMPENSATION

EI offers competitive compensation packages with performance incentives and growth opportunities. Compensation will be commensurate with personal qualities and experience.

## HOW TO APPLY

To apply, please send a cover letter and resume to [hr@enviroincentives.com](mailto:hr@enviroincentives.com) with "New Business Development Manager" in the email subject line. Candidates will be reviewed as applications are received and the position will be filled as soon as the appropriate candidate is identified.

### What happens next?

While resumes and cover letters allow us to screen for certain characteristics, they don't always let us know who you are and the particular qualities and skills you possess. Therefore, we will ask qualified candidates to complete a hiring exercise in order to better determine alignment with Environmental Incentives' principles and position expectations. Candidates who perform well on the hiring exercise will be invited to interview with the Environmental Incentives team.

## EQUAL OPPORTUNITY EMPLOYER

Environmental Incentives is an equal opportunity employer and does not discriminate against, or grant preferential treatment to, any individual or group on the basis of race, sex, color, ethnicity, sexual orientation, or national origin.