



## **EMPLOYMENT OPPORTUNITY AT TFO CANADA**

As a recognized leader in the field of international trade and development, TFO Canada has an exciting and rewarding opportunity for an accomplished business development professional to join our dedicated team.

### **About TFO Canada**

TFO Canada catalyzes economic growth through sustainable and inclusive trade partnerships for Small and Medium Enterprises in developing countries.

TFO Canada assists Small and Medium sized Enterprises (SMEs) and Trade Support Institutions (TSIs) from developing countries to access international markets through information, advice and contact services. Since 1980, TFO Canada's internationally experienced project staff and sectoral experts have been providing trade promotion and capacity building services to tens of thousands of Small and Medium sized Enterprises (SMEs) and Trade Support Institutions (TSIs)/Trade Promotion Organizations (TPOs) from Latin America and the Caribbean, Africa, Asia and the Middle East.

### **Director, Business Development and Partnerships**

#### **Mandate**

Reporting directly to the Executive Director and working collaboratively with the other departments of the organization, the Director of Business Development and Partnerships is a pivotal member of TFO Canada's senior management team. S(he) is responsible for planning and coordinating all of the organization's business development activities, which includes the preparation of new program proposals. (S)he is also responsible for establishing and strengthening business development processes and tools for the organization. (S)he maintains and develops strong relationships with various donors and establishes complementary and innovative partnerships and alliances.

#### **Strategic role**

- Plays a key role in identifying opportunities and participates in the execution of TFO Canada's strategic plan and initiatives.
- Develops the objectives, priorities and annual operating plan under his/her area of responsibility and ensures its successful results.
- Develops the budget for the business development department and participates in the development of the annual organizational budget.
- Sets up, monitors and reports business development dashboards.

#### **Leadership role**

- Represents the organization, both in Canada and abroad
- Ensures that management personnel integrate development objectives and priorities into their workplans.

- Provides support to colleagues as required to ensure desired results.
- Collaborates with program/project delivery colleagues on work plans and expected results.
- Ensures respect and promotion of Gender Equality, Social Inclusion and Environmental policies in program/project planning.
- Participates in the Board's Business Development Committee

### **Business Development Role**

- Represents TFO Canada in developing markets.
- Identifies project and business opportunities through calls for proposals/tenders or unsolicited projects.
- Identifies, proposes and develops alliances and partnerships that enable the achievement of TFO Canada's business development and revenue diversification objectives. Works closely with the Executive Director and TFO Canada's Program teams in this regard.
- Develops and proposes strategies around representation and networks of contacts that are necessary for business development.
- Develops tools, processes and standards for business development and financial proposals.
- Pilots or collaborates in the development of new/innovative programmatic approaches or new business models to achieve the objectives of the strategic plan and position of TFO Canada as a leader in the sector of international trade and development.
- Conducts market research, including regular review of specialized publications and donor websites for new project opportunities.
- Represents TFO Canada with donors, authorities, and partners.
- Coordinates the analysis and approval process of project opportunities and potential proposals/tenders, as part of TFO Canada's "Go – No Go" decision-making process.
- Coordinates the preparation of responses to calls for proposals/tenders and terms of reference for consulting contracts.
- In collaboration with other departments involved, sets up and coordinates the work teams which prepare program/project proposals, service offers and terms of reference.
- Participates in the contractual negotiation process with donors.

### **Qualifications**

- Graduate university degree in a discipline related to the position or any combination of relevant training and experience.
- At least 10 years of experience relevant to the position, including at least 5 years in a leadership role.
- Successful track record and in-depth knowledge of different donors (eg. Global Affairs Canada, International Financial Institutions, Foundations, Private Sector)
- Demonstrated experience in developing business relationships and partnerships.
- Demonstrated skill in project planning and development of funding proposals.
- Established network in the world of international trade and/or development.
- Available for international travel to both donor and beneficiary countries (2 to 4 times per year, approximately 7-10 days at a time).

## **Skills sought**

- Innovative and creative thinking
- Energetic and positive leadership
- Strategic thinking and decision-making
- Adaptability
- Solid planning and organization skills
- Strong networking and relationship building skills
- Flexibility in managing multiple issues and coping with a demanding workload
- Sensitive to the varied positions of respective constituencies
- Effective communicator, both written and orally
- Initiative and follow-through
- Spirit of collaboration
- Strong capacity for analysis and synthesis.
- Focused on achieving goals
- Fluently bilingual in French and English preferred. Knowledge of Spanish is an asset.

## **Compensation**

TFO Canada offers a competitive salary and benefits package commensurate with experience and the norms of the international development NGO sector. As such the salary range is \$92,900 - \$125,000, plus eligibility into TFO Canada's annual management incentive program.

Work at TFO Canada includes a hybrid work model, therefore, this role will be a combination of virtual and on-site work. The successful candidate is required to live and is authorized to work in Canada. They are also required to be able to work from home/remotely, from within the greater Ottawa-Gatineau area.

## **Applications**

Applications including a cover letter and a current C.V. should be made in writing by mail/e-mail no later than July 5, 2024 to:

Executive Director  
TFO Canada  
130 Slater Street, Suite 400  
Ottawa, Ontario K1P 6E2  
[hr@tfoCanada.ca](mailto:hr@tfoCanada.ca)

Only candidates to be interviewed will be contacted.

*TFO Canada improves lives through the creation of sustainable trade partnerships for exporters from developing countries with Canadian and foreign buyers.*

*TFO Canada confronts the challenge of global poverty by promoting sustainable economic development through export information, advice and contact. We facilitate access to foreign markets and share Canadian trade expertise for the benefit of small*

*exporters in developing countries. Founded in 1980, TFO Canada is a non-profit, non-governmental organization.*

*TFO Canada strives to ensure gender equality for men and women in their participation in TFO Canada's programs, projects and activities, and also in TFO Canada's employment, contracting and management opportunities.*

*As a signatory to the Canadian Centre of Expertise on the Prevention of Sexual Exploitation and Abuse (DIGNA) and to the Anti-Racism Framework for Canada's International Cooperation Sector, TFO Canada has the moral, ethical and legal responsibility towards its staff, beneficiaries and clients and applies a zero-tolerance approach.*

*For more information on TFO Canada visit [www.tfocanada.ca](http://www.tfocanada.ca)*