



We're hiring!

Business Development Officer (80%)

Would you like to help expand our business in international cooperation? Join our international team in Ede and contribute to a better world by empowering people, creating impact!

MDF Training & Consultancy

We are a Training and Consultancy organisation with 35 years of experience in providing management training, advisory project implementation and evaluation services to the most reputable international development networks and agencies world-wide. We do this by empowering individuals, organisations and networks to increase their positive social impact. We employ over 130 professionals in our offices in the Netherlands, Bangladesh, Brussels, DR-Congo, Ghana, Indonesia, Myanmar, Kenya, Sri-Lanka and Vietnam.

The position

Based in Ede, you will support MDF world-wide in the acquisition and management of projects. You will work closely together with the Acquisition team.

This job includes the following tasks and responsibilities:

- Screen on a continuous basis new project opportunities;
- Assist in contacting and managing relations with potential partners for the formation of consortia;
- Prepare high-quality pre-qualifications in response to call for tenders;
- Coordinate and contribute to the proposal-writing process & manage the deadlines between MDF and its partners;
- Provide quality assurance and advice to other Trainer / Consultants in the structuring and implementation of their acquisition work;
- Maintain and expand our network of clients, partners and other relevant actors;
- Identify and mobilise the appropriate short-term and long-term experts for our projects.

What we would like to see

- You have a relevant academic background – masters degree;
- At least 3 years of relevant experience with acquisition/business development in the international cooperation sector with a demonstrable track-record with bilateral and multilateral clients;
- Experience in drafting responses to calls for tenders and proposal development;
- Excellent command of English with clear and convincing writing skills (French would be an advantage) and reasonable command of Dutch (spoken and written);
- Multi-tasker, able to work under pressure and meeting strict deadlines;
- Empathic, excellent communication and networking skills;
- Capacity to work autonomously as well as in a team.

Why would you apply?

You will be part of an international working environment, of a team that offers a large degree of freedom but keeps up high standards and initiative. We offer you one-year

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contract with the prospect of extension. You have the opportunity to keep developing yourself and you will receive an internal training trajectory. We will welcome you in our modern office in Ede, centrally based in the Netherlands and close to a small forest. It is located a few minutes driving from the highway and 10 minutes walking from the intercity train station. Depending on your qualifications and experience, we offer you a fair remuneration, in line with our terms and conditions.

What's next?

Please send your CV and a motivation letter (in English) via e-mail to mdf@mdf.nl before **April 10th**. If you have specific questions, call us on +31-(0)318 – 650060.

We strongly encourage people with a disability to apply.

Preselected candidates will be invited for an interview in May. Only preselected candidates will be contacted.

Start preferably in **June / July 2019**.

