

Job Description

Executive/Senior Executive – Business Development

About us

Sambodhi Research and Communications helps create high-impact knowledge and catalyze accountability in the public domain through its project management and monitoring and evaluation solutions. At Sambodhi, we offer objective, evidence-based support to implementers, government, donors and corporates. Over the past decade, we have emerged as a pioneer for developing cutting-edge methodologies for evaluation of large-scale development interventions. With a close-knit team of 100 professionals we work across South Asia, South East Asia and Sub-Saharan Africa. Headquartered at Noida (Delhi National Capital Region), India, we have full service regional offices in Phnom Penh (Cambodia) and Dar-e-Salam (Tanzania).

Sambodhi provides services to federal agencies, donors, foundations and corporates, in areas of public health, HIV/AIDS, nutrition, water and sanitation, environment, and renewable energy. We have made valuable contribution in monitoring, learning and evaluation programs and have influenced development policies and improved implementation efficiency.

Why Sambodhi

Sambodhi offers an exciting and challenging opportunity to contribute to high quality multi-input development programs and to work closely with government, and with key development actors like the World Bank, UN and Bilateral agencies, philanthropies like Bill and Melinda Gates Foundation, Rockefeller Foundation etc. Being one of the leading and largest M&E service-provider in South Asia, Sambodhi offers an extraordinary platform to learn, mentor and innovate in a perceptive environment. Driven by deep rooted wisdom of “Equity in Knowledge”, learning is integral to our work; be it investing in peer driven intensive professional development within Sambodhi or field building on M&E globally. In line with it, it offers an enabled environment for professionals to write, publish and network; to locate themselves in the contemporary discourse on M&E and be a part of the global think-tank.

Job description

Job Title	Executive/Senior Executive – Business Development
Job Location	Noida
Job Summary	The candidate shall perform day-to-day operational activities that will be conducive towards identifying new leads, pitching for services to potential clients and maintaining fruitful relationships with existing clients and partners across all verticals of Sambodhi.

Essential Functions

The candidate will perform the following key functions:

- Proactively researching organisations and individuals to identify new leads and potential new markets
- Preparation of Tender for Research Projects
- Preliminary screening and discussing RFPs and EOIs
- Contacting potential clients to establish rapport and set up meetings
- Contacting clients to inform them about new developments in the company's services
- Documentation for BD database
- Due diligence follow-up
- Communication with other departments

The above essential functions are representative of major duties of positions in this job. Specific duties and responsibilities may vary. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job.

Desired profile

Education	Bachelor's Degree in any discipline.
Experience	0 – 1 year, preferably in development sector

Personal Competencies

- Basic understanding of the social and development domain.
- Strong verbal and written communication skills.
- Good networking skills.
- Functional use of Microsoft Office software especially Excel, Word and PowerPoint.
- Strong time management skills and ability to prioritize.

APPLICATION INSTRUCTIONS

Interested applicants may send their updated resume to Nivedita.singh@sambodhi.co.in.