



Manager, Business Development and Partnerships

Reports to: Director of Partnerships

Location: Remote either in the US (*in one of the following states: Massachusetts, New Hampshire, Washington D.C., Maryland, or Virginia*) OR permanently residing in the Southern/East Africa Region without need for sponsorship

Travel: Up to 30%

Who we are

D-tree is a global health organization dedicated to ensuring that everyone has access to high-quality primary healthcare in underserved areas. We do this by working with governments to design, build and deploy digital tools for frontline health workers that improve their ability to deliver high-quality, evidence-based care.

D-tree has grown considerably in the past 4 years with funding from bilateral donors such as USAID, multilateral organizations such as UNICEF, and private foundations such as Bill & Melinda Gates Foundation, Fondation Botnar, and Conrad N. Hilton Foundation. We have an excellent track record, and strong reputation as one of the original pioneers in digital health, with active programs in Zanzibar, Tanzania, Malawi, and Zambia. In Zanzibar, our flagship program is [Jamii ni Afya](#), one of the world's first examples of a government-led digital health system achieving national scale.

Our values are the driving motivators for how the D-tree team works day in, day out and are shared by all team members. They include:

- We **think big** because we have faith in our ability to succeed.
- We are **excellent stewards** of time, resources, and money.
- We value **balance** between work and life.
- We keep the **people we work for and with** at the center of everything we do.
- We **respectfully challenge the status quo** as we are always in search of a better way.
- We **continuously learn and adapt** to become the best version of ourselves.
- We believe that **our strength lies in our diversity** and how we perform as a team.
- We **go above and beyond** because people's health and lives are at stake.

About the Role

We seek a values-aligned Manager, Business Development and Partnerships (BDPM) to significantly contribute to the growth of our organization and the professionalization of D-tree's development operations. Reporting to D-tree's Director of Partnerships, the BDPM will help

maximize D-tree's fundraising effectiveness by strengthening development operations; identifying new partners and funding opportunities through extensive prospect research; draft compelling narratives (capability statements, pitch decks, concept notes, proposals) to attract and retain new partners; and collaborate with a global and multi-disciplinary team to deliver excellence throughout the full grant acquisition lifecycle—from prospect identification, to qualifying opportunities, developing proposals and closing new funding awards and contracts.

What you will do

The BDPM will work closely with the Director of Partnerships, technical and country leads, and finance and operations teams to execute D-tree's fundraising strategy, engage donors and prospects, craft compelling proposals, and mentor D-tree frontline program staff. The ideal candidate is someone with experience throughout the partnership lifecycle, with an established track record of securing new partnerships and closing revenue for global development NGOs operating in the East Africa region. Core responsibilities include:

Prospect identification and management

- Research, identify and vet prospective donors and partners interested in D-tree's approach. Help make first contact, develop pitches, and lead meetings to cultivate interest in working with us.
- Supported by the Director of Partnerships and Global Team, fully "own" a select number of active partnership opportunities and cultivate these through the pipeline into advanced stages and revenue conversion.
- Champion good prospect management by tracking critical prospect information, strategies and goals, and communication and engagement in the CRM. Help the Director of Partnerships and Global Team stay abreast of deadlines and key partnership milestones.

Partnership support and external engagement

- Represent D-tree externally within global health community, engaging regularly with contacts of prospective and current partners to develop new collaborations and steward existing ones.
- Support/lead the development of compelling collateral (concepts, capability statements, briefers, impact stories) requested by foundation and philanthropic prospects to successfully position D-tree for potential partnership.

Pre-Award Grant management and stewardship

- Support Country Directors and other members of the Senior Leadership Team in facilitating the entire grant development process, serving as the central coordinator for high-value, strategic proposals and managing communication, contributing to writing, and ensuring a high quality final product.

Development of operations and process improvement

- Work with the Director of Partnerships to formalize processes for pipeline reporting, partnership acquisition, knowledge management and grant development.
- Help promote a culture of empowerment for business development and partnerships within the organization, and support streamlined communications and coordination

among a growing number of organizational staff who are becoming involved in business development and fundraising efforts.

Who you are

We are seeking a full time, motivated development professional who brings a blend of tactical and strategic problem solving. You are someone who has demonstrated success leading the entire partnership lifecycle and managing colleagues through the process; but is also interested in helping D-tree improve our processes, identify new business models and partners, and eventually uncover new markets and opportunities for growth in the increasingly crowded field of global digital health. Some specific qualifications you must have to be considered for this role include:

- A bachelor's degree in global health, international development, or related field.
- 4-7 years of progressive experience in fundraising and program development with a mission-driven NGO, with a demonstrated track record of success in forming new partnerships and converting these partnerships into new contracts and revenue.
- Knowledge of and experience across full grant development life cycle and demonstrated ability to lead internal teams and external partners successfully through the process.
- Knowledge of the donor landscape, with a particular focus on private foundations and philanthropic organizations supporting global health preferred.
- Strong knowledge and understanding of CRM management and reporting.
- Excellent interpersonal skills, initiative, and ability to work independently in a small, dynamic, and primarily remote team across time zones and cultures.

Salary Range

The salary range for this role is \$75,000-\$90,000 USD annually inclusive of all cash compensation. Salary scales are set according to an explicit compensation policy, and relevant market data is analyzed when setting ranges for each role. To ensure internal parity, D-tree will analyze the candidate's overall number of years of experience as well as relevant technical expertise pertaining to the position and in comparison with staff in the same job group to make the offer salary. Because salary ranges are small and the internal parity review is thorough, offers are firm.

How to apply

To apply for this role please click the link [here](#) and follow the instructions. Applications which do not meet these requirements will not be considered. Please note that by applying to this position, you consent to your name being checked against a terrorist watch list prior to an offer of employment.

Deadline for applications: Open until filled

D-tree is committed to Diversity, Equity and Inclusion and is an Equal Opportunity Employer.