

**Position / Title: Business Development Manager**  
**Job Id: ASCI111**

**About Administrative Staff College of India (ASCI):**

Administrative Staff College of India (ASCI) is a leading policy think tank and a premier institution providing training, research and consultancy services to Government, Corporate (Public & Private) and Social sectors. It has trained over 2 lakh senior professionals (India & overseas) and completed over 2000 action research & problem-solving consultancy assignments. It has a multidisciplinary team of professionals who work with Ministries of Government of India, State and city Governments, corporates, international development organizations and others towards achievement of India's socio-economic goals.

The Centre for Environment, Urban Governance and Infrastructure Development (CEUG&ID) consists of a team of specialists and researchers from the fields of urban development, urban planning and social development. It embodies the vision to be a Centre of Excellence that supports cities to unlock their potential to become people centric, inclusive, credit worthy and sustainable. The Centre is focused on policy and advocacy, information support and knowledge management, capacity building, action research and networking to create impact while working to achieve the Sustainable Development Goals.

The Centre intends to hire a senior professional to support business development activities and this include sourcing opportunities, forging partners, developing high quality proposals, hosting fund raising events etc.

**Roles and Responsibilities:**

- As a Business Development Manager (BDM) in ASCI, candidate is responsible for driving business growth within the institute, develop a network of contacts to attract new clients, research new market opportunities and oversee growth projects, making sales projections and forecasting revenue, in line with projected income.
- Develop strategies, conduct research, perform risk assessments, and answer clients' bid-related queries, overall experience in proposal writing, pre-bid research, fund raising activities etc
- Manage and write proposals, pre-bid research and preparation, participating in the Go/o Go decision, project design, including the preparation of log-frames, budget preparation, partner negotiations and relationship management,
- Drafting and finalizing content for technical and financial proposals, including budgets, editing and document formatting and proposal submission
- Supporting the WASH & environment Sector under the Centre for urban development and environment contributing in sectoral research, establishing relevant contacts and client outreach
- Fundraising activities for WASH Hub (partnership with Govt. of Telangana)
- Setting up donor and lead database management process and systems
- Created client ready collateral and pitch decks for the centre, specific training programs
- Initiating client outreach meetings, status updates and next steps of action

- Deadline-driven and committed to excellence.

**Qualifications and Requirements:**

- ✓ Full Time MBA from recognized university with expertise in Urban Planning/Waste water/ Hygiene.
- ✓ 5+ years experience in multilateral and bilateral grant and proposal writing.
- ✓ Experience in project designing, understanding and evaluation.
- ✓ Skilled in MS word, excel, power point (project management software/Salesforce, a plus)
- ✓ Excellent verbal, intercultural and interpersonal communication skills
- ✓ Ability to identify, research, and disseminate funding opportunities
- ✓ Knowledge about WASH sector, urban governance, solid waste, biomining, behavioural change and communication and transaction Advisory, PPP, etc is highly desirable.

<b>Position:</b>	Business Development Manager
<b>No of Positions:</b>	1
<b>Experience:</b>	5-8 Years
<b>Salary:</b>	As per the current CTC / Industrial norms
<b>Duration:</b>	One year and Extendable
<b>Location:</b>	Hyderabad
<b>Last date of Application:</b>	08 Sep 2023

**Application Process:**

Candidates meeting the above requirement may apply in confidence with most recent Curriculum Vitae, along with cover letter to [careers@asci.org.in](mailto:careers@asci.org.in) mentioning **Job Title and Job ID** in the subject line (Mandate)