

## Business Development Contractor – Ukraine

Shelter For Life International (SFL) is a faith-based international relief and development organization, headquartered in the State of Minnesota, U.S.A., with nearly 40 years of experience providing sustainable development and humanitarian assistance to post-conflict countries around the world. Our teams provide support and assistance in the following areas:

1. Population movement and settlement
2. Public infrastructure reconstruction
3. Economic and social development

## Position Summary

SFL is looking for a Business Development professional for a part-time contract role to advance the organization's business development in Ukraine by building relationships with partners and stakeholders, identifying prospective projects, and contributing to project proposal design. The contractor will work remotely but must be based in Kiev.

## Main Responsibilities

- Identify and form relationships with agencies and potential partners operating in the relief and development sector, and participate in related cluster meetings
- Identify, contact, and build relationships with donor organizations for project funding opportunities
- Lead local fact-finding and research to identify needs and relevant program interventions that align with SFL's strengths and capabilities
- Maintain regular communication and cooperation with SFL Headquarters leadership to evaluate project and funding possibilities
- Participate in proposal design and writing, such as the technical proposal, M&E, and cost-proposal sections of project proposals
- Actively engage in promoting program proposals for funding, with donor follow-up to secure funding for humanitarian and reconstruction projects
- Build relationships with local government officials and agencies relevant to humanitarian efforts

## Experience

- Three to five years of experience with a national or international NGO, preferably in business or development areas
- Experience in development of humanitarian and reconstruction projects are a plus
- Proven track record of social engagement, marketing and product development are essential
- Experience leading or contributing to report and/or proposal writing

Demonstrating God's love by enabling people to rebuild their communities and restore their lives

## Skills and Abilities

- Must have good communication skills, and be able to easily form and maintain good relationships with partners and other stakeholders
- Proficiency in English, both spoken and written

The Business Development Contractor position will be part-time, with possible bonuses, depending on the quality of the contractor's work, and project and funding opportunities.

## To Apply

Send your CV and cover letter to [info@shelter.org](mailto:info@shelter.org) with the subject line: "Business Development – Ukraine." Applications must be in English. Please include your name in the title of all attached documents. Work experience should be presented chronologically and must include sufficient details to enable the application review team to evaluate your qualifications and experience. The CV should include the name and contact information of at least two professional references who do not work for the applicant's current employer.