



Business Development Associate

Objective: Help Castalia win high value, high impact work, by contributing to our response to procurements from international agencies and governments in various countries. Prepare compelling marketing presentations for our private sector clients, and help train other Castalia staff on business development activities. Keep our business development information systems and processes up to date, and continuously improving.

The successful candidate would be highly skilled and interested in writing, and in developing attractive graphics and visuals.

Duties for this role are as follows:

- Track and respond to business opportunities, in particular by:
 - Daily screening of opportunity databases (such as ‘Development Business’), identifying suitable opportunities, and forwarding these to Practice Leaders for their decision
 - Preparing *Expressions of Interest* in these opportunities
 - Contributing to Proposals in various ways, including by: preparing company qualifications sections; identifying suitable team members and preparing their CVs for inclusion in the proposal; assisting with costing; managing overall proposal preparation; ensuring compliance with all tender requirements; proof-reading, and submitting proposals
- Prepare high impact marketing presentations showcasing Castalia’s service offerings and expertise, for both private and public clients.
- Keep business development tools and information complete, correct and current, including by:
 - Keeping company project descriptions updated in our proprietary database
 - Ensuring that Castalia staff keep their comprehensive CVs up-to-date
 - Ensuring that our records of subcontractors and associates are organized and up-to-date
 - Maintaining our online marketing presence, in particular by updating our web content and Linked-In profile when needed
 - Maintaining our registration with various opportunities databases
- Improving our business development approach, by
 - Identifying opportunities to improve how we do business development

- Working with managers and others to develop and implement improvements
- Train and coach others in following our business development approaches successfully
- Assist the BD Manager with ad-hoc BD tasks as required

Person Specification:

Academic qualification: Bachelor's degree in a relevant field

Essential skills and attributes for this position:

- Highly proficient in English—writes succinctly and persuasively, in plain English
- Highly proficient in MS Word and PowerPoint, with the ability to create attractive layouts and graphics in these applications
- Get things done, delivers on commitments, self-starter
- Supportive of others, a team player, and with good communication skills
- Highly attentive to detail
- Basic – intermediate MS Excel skills

Desirable skills and attributes include:

- Experienced in preparation of Proposals, preferably for a professional services firm in a public-procurement environment
- Experience with international agencies, such as the World Bank and Inter-American Development Bank
- Fluent in Spanish or French
- Creative thinking
- Advanced knowledge of MS Excel and web content management systems.

Working conditions and benefits. Salary ranges between US\$50,000 and US\$60,000 per annum (determined by skills and experience). In addition to an ultra-modern work environment conveniently located in downtown Washington DC, Castalia offers excellent benefits to all full-time staff including health, dental, 401K, Metro SmartBenefits and fitness center access at work.

Apply. If this opportunity sounds exciting, and you have the skills and experience required, please send your resume, cover letter, and a writing sample to DCRecruitment@castalia-advisors.com.

