

Business Development Analyst

Lixia Capsia Gestionis SARL AU (LixCap), a Morocco-based international development consulting company, is seeking a Mid-Level Business Development Analyst to join the business development department. Candidates should have a prior experience with donors and international development organizations.

Company Overview & Job Description

Established in 2013, LixCap focuses on economic development in emerging markets, serving government agencies, private sector companies, and several donor agencies such as USAID, the World Bank Group, and the European Bank for Reconstruction and Development. We provide best-in-class consulting and investment advisory services for projects focused on blended finance and public-private partnerships (PPPs), renewable energy, agriculture, and food logistics. Associated LixCap group companies undertake direct investment, particularly in the cold chain sector.

Responsibilities

- **Opportunity Identification:** Track funding sources, identify opportunities, analyze RFIs/RFPs to make bid-no bid decisions, identify strengths and gaps in team capabilities and recommend potential partners
- **Partner/Client Engagement:** Leverage contacts to form new relationships; craft introductory emails and facilitate calls across time zones; foster existing relationships; manage contact records.
- **Proposal Development:** Collaborate with business development team to prioritize commitments for multiple, simultaneous live bids; coordinate proposal efforts including developing timelines, communicating goals, tracking team progress, and matching tasks to team members' strengths.
- **Technical Writing:** Work with subject-matter experts to gather technical information and distill into a narrative that is communicable to various audiences; draft and edit text for expressions of interest, concept notes, proposals, company deliverables, marketing materials, and presentations; coordinate revisions and feedback; maintain accuracy of knowledge management products.
- **Administration and Process Optimization:** Work with leadership to establish streamlined processes to increase efficiency and communication; coordinate across offices and time zones; manage logistics for team and company meetings; maintain files and meeting notes; track and analyze win/loss rates.

Position Requirements

- Minimum 3 years of professional experience in Business Development in the international development sector, with a focus on the economic growth finance, agribusiness, or energy;
- Professional experience in or with organizations such as: World Bank Group, IFC, African Development Bank, GIZ, EBRD, KFW, AFD, USAID, etc;
- Demonstrated understanding of business and proposal development processes;
- Strong background of the procurement processes, and the interests and objectives of the organizations cited above;
- Strong business development skills in the development and international cooperation sectors;
- Strong organizational skills, execution of tasks, and attention to detail required;
- Fluency in French and Proficiency in English both written and spoken;
- Excellent writing skills (both French and English) particularly for proposals and commercial offers;

- Strong technical expertise in qualitative and quantitative data analyses, written and verbal communication, and relational development;
- High level of analysis and synthesis, coordination and critical thinking;
- Education level: Business School (Bac +4/ +5) or more.
- Proficiency in Microsoft Word, Power Point, and Excel as well as Adobe Acrobat

Preferred knowledge skills & abilities

- Project delivery experience would be an advantage;
- Experience updating and tracking data in a CRM preferred;
- Strong multitasking capabilities;
- Excellent interpersonal communication skills.

Job Profile and Conditions

Working Environment: This position is currently operating in a hybrid model with work being carried out partially from home and partially in an office setting in Casablanca that adheres to pandemic-related guidelines.

Supervisory Responsibility: This position has no supervisory responsibilities.

Travel: National and international travel may be required.

Primary Location: Casablanca, Morocco

To Apply

Please send your CV to recruit@lixcap.com