

# Plan International Belgium recruits a Business Development Officer

## About Plan International Belgium

For over 40 years, Plan International Belgium has been working to create a better world for all children, with a special focus on girls' rights. This begins with guaranteeing equal opportunities so that every girl can be free.

Every girl has the right to an education and must be given the opportunity to fulfil her potential. Girls are still too often disadvantaged and discriminated against, sometimes even threatened and abused.

Plan International Belgium is part of an ambitious international federation with projects in almost 80 countries. We generate impact through projects with and for children and young people, policy influencing and awareness raising.

To translate Plan International Belgium's bold ambitions even more strongly into a better future for girls, we are looking for **an experienced Business Development Officer** with a strong background in gender-transformative programming (child protection, youth leadership, youth empowerment, education), in humanitarian and development contexts, to support the growth of its grants portfolio and to strengthen our **Strategy & Innovation Department**.

## Objective of the function

The Business Development Officer is responsible for delivering the result area and roles described in **the key responsibilities**. The role provides surge support to the design of the DGD 2027–2031 programme and ad-hoc support to other business development opportunities as needed. It supports teams to embed Plan's gender-transformative approach in proposal design.

## Key responsibilities

### **Business development support for the design of DGD 2027-2031 programme**

- Support in developing concept notes and project proposals for various donors, and in particular for the DGD 2027-2031 programme, in close coordination with the Head of S&I. This may include:
  - Drafting narrative proposal documents;
  - Compiling and editing inputs from proposal team members;
  - Preparing and formatting narrative proposal documents;
  - Crosscheck of coherence between proposal documents (narrative, budget, annexes);
  - Application of the GTM at design stage and supporting teams to strengthen the gender-transformative approach of projects during the design phase;
  - Support the facilitation of design workshops;

- Preparing administrative and technical annexes for submissions;
  - Assisting with internal review and submission processes;
  - Supporting partner negotiations and teaming agreements.
- Support in preparing handover documents of the DGD 2027-2031 programme.
- Contribution to the development of a close working relationship with country offices and key partners, including institutional donors
- Follow up on cross-cutting business development tasks.

## **Required Profile**

### **Level of education and experience**

- Bachelor's degree in international development, international relations, social sciences, public policy, business administration, or related field (or equivalent by professional experience).
- 1-2 years of relevant work experience.
- Working experience with grant applications and/or grants management is considered required, particularly in international contexts.
- Strong research and analytical skills.

### **Knowledge and expertise**

- Impeccable writing skills, and ability to communicate effectively and efficiently, distilling large amounts of highly technical information down to a compelling narrative.
- Strong knowledge of gender equality and gender-transformative approaches.
- Knowledge in one or more of Plan International's priority themes such as child protection, child rights, education, youth participation.
- Basic understanding of intervention logic, logical frameworks and project cycle management is an asset.
- Knowledge of the main institutional donors for Plan International Belgium (DGD, EU, UN) and their proposal requirements is an asset.
- Prior experience with Plan International is an asset.
- Good command of MS Office.
- Knowledge of languages:
  - Strong written and verbal communication skills in French and English is required;
  - Full professional proficiency in Dutch and/or Spanish is an asset.

### **Personal profile and skills**

- Proactive work approach and a high attention to detail and accuracy.
- Ability to work to deadlines supporting multiple proposals and shifting demands.
- Demonstrated cross-cultural sensitivity and ability to build respectful relationships with colleagues from different cultural, linguistic, and educational backgrounds.
- Ability to build new relationships with prospective partners.
- Strong commitment to gender equality, children's rights, diversity, and safeguarding.
- Strong digital proficiency for remote work and online collaboration.
- Results-oriented
- Team player
- Reliability and flexibility



**Until every girl is free**

- Express oneself clearly and comprehensibly, both in writing and orally, and report information accurately
- Eager to learn
- Agile, can cope with change
- Behave in accordance with the core values of Plan International Belgium

**The candidate must either already have a Belgian national number and/or a long-term work permit, or be able to obtain one within a month. This function is carried out from Belgium.**

## **What do we offer you?**

- A dynamic working environment within both a Belgian and an international context at a prominent international NGO.
- The opportunity to make a difference for girls and young women in our partner countries and in Belgium.
- Space for personal professional development, together with competent, passionate and committed colleagues.
- A six-month contract with a competitive remuneration within the Belgian NGO sector with extra-legal benefits (group insurance, hospitalisation insurance, meal vouchers, free public transport between home and work, telework allowance, training budget). The monthly gross salary range for this position is categorized between 2.900 € and 3.600 €.

Plan International Belgium is located in the heart of Brussels, right next to the Brussels-Central railway station. We are partly working via telework.

## **Interested?**

Then we would like to hear from you! Please send your **CV** and **cover letter** to [job@planinternational.be](mailto:job@planinternational.be) with reference "**Business Development Officer**", before **24 February 2026**.

*As part of our Child Protection & Safeguarding policy, we ask each employee to provide a criminal record extract (Belgian 'model 2')*

*Equal opportunities are very important to Plan International! We therefore select you on the basis of your qualities and skills, regardless of your age, origin, gender, sexual identity, religion or other criteria unrelated to the position.*