

Sanad for Alternative Parental Care

Business Development & Partnerships Coordinator

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| ABOUT SANAD | <p>Sanad for Alternative Parental Care is a mission-driven organization operating with a social enterprise mindset, dedicated to transforming alternative parental care systems in Egypt and the Arab region.</p> <p>Founded in 2008 and registered under the Ministry of Social Solidarity (MoSS), Sanad has evolved into a recognized leader in system-level reform, combining policy influence, quality standards, research, certified capacity building, and strategic partnerships to improve outcomes for children and youth without parental care.</p> <p>Our Vision: A world where orphans shape their future.</p> <p>Our Mission: Strengthening the alternative parental care system through standardization, research, certified training, and advocacy, so that every orphan realizes their uniqueness and potential.</p> <p>Sanad's work is anchored in the United Nations Sustainable Development Goals (SDGs), with a particular focus on:</p> <ul style="list-style-type: none"> • SDG 4 – Quality Education • SDG 8 – Decent Work and Economic Growth • SDG 10 – Reduced Inequalities • SDG 16 – Peace, Justice, And Strong Institutions • SDG 17 – Partnerships for The Goals <p>Through this lens, Sanad operates as a system architect and knowledge leader, shaping how alternative care is governed, measured, and delivered.</p> <p>A defining milestone in Sanad's journey was the development of national quality standards for alternative care, officially accredited and mandated by the Ministry of Social Solidarity in 2014. This achievement marked a structural shift in how care quality is defined and implemented across Egypt, and positioned Sanad as a reference point for quality and accountability in the sector.</p> <p>In 2016, Sanad expanded its leadership role to include family-based care (foster / Kafala families) by joining the Higher Committee for Alternative Families at MoSS, contributing directly to policy dialogue and reform at the national level.</p> <p>Today, Sanad operates across the full alternative care ecosystem:</p> <ul style="list-style-type: none"> • Institutional and Family-Based Care Models • Caregivers, Practitioners, And Institutions • Youth Transitioning into Independent, Dignified Adulthood • Monitoring, Evaluation, And Accountability Systems |
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| | <ul style="list-style-type: none"> • Cross-Sector, Regional, And International Partnerships <p>Sanad's approach and impact have been recognized regionally and internationally, including:</p> <ul style="list-style-type: none"> • Selection among the Top Six Global Practices for Improving Living Environments (Dubai International Award) • Best Humanitarian Project in The Arab Region (Mbc Hope, 2014) • Prince Mohamed Bin Fahd Prize for Best Charitable Performance (2017) • Misr El Kheir Foundation's Social Pioneers Prize (2020) For Contribution to SDG 4: Quality Education <p>As Sanad enters its next phase, the organization is scaling its influence beyond borders, strengthening its regional presence, deepening strategic partnerships, and investing in systems, brand, and talent that support long-term sustainability and regional leadership.</p> <p>We are building a team of professionals who want to contribute to market-shaping work, apply world-class practices to social impact, and be part of an organization that operates where local credibility meets regional ambition and global standards.</p> |
| ROLE OVERVIEW | <p>The Business Development Coordinator plays a key operational role in supporting the growth and sustainability of Sanad through effective coordination of business development and partnership activities. The role contributes to identifying opportunities, organizing partnership processes, and supporting proposal and documentation workflows, ensuring timely follow-up and high-quality execution aligned with Sanad's mission and strategic priorities.</p> |
| REPORTS TO | <p>Business Development & Partnership Manager</p> |
| DUTIES & RESPONSIBILITIES | <p>1. Partnership Coordination & Opportunity Support</p> <ul style="list-style-type: none"> • Support the coordination of partnership development activities to contribute to Sanad's growth and sustainability objectives. • Assist in identifying, tracking, and organizing potential partnership and collaboration opportunities aligned with Sanad's mission. • Maintain organized and up-to-date records of partnership pipelines, contacts, and engagement status <p>2. Donor & Partner Engagement Support</p> <ul style="list-style-type: none"> • Support communication and coordination with existing and |

potential partners, donors, and stakeholders.

- Assist in preparing briefing notes, meeting agendas, and follow-up summaries for partnership meetings.
- Ensure timely follow-up on partnership actions, commitments, and information requests.

3. Proposals, Documentation & Reporting

- Support the preparation and coordination of proposals, concept notes, presentations, and partnership documentation in collaboration with internal teams.
- Coordinate the collection of required inputs, data, and supporting documents from relevant departments.
- Maintain accurate and well-organized records of proposals, agreements, and partnership-related documentation.

4. Research & Market Intelligence

- Conduct basic research on potential partners, donors, funding opportunities, and market trends relevant to Sanad's work.
- Compile and summarize research findings to support opportunity assessment and decision-making.
- Support the maintenance of internal databases and tracking tools related to business development activities.

5. Events, Meetings & Partnership Activities

- Support the coordination of partnership-related meetings, events, and engagement activities, including logistical arrangements.
- Assist in preparing materials and documentation for events and partnership engagements.
- Support post-event follow-up, documentation, and reporting.

6. Cross-Functional Coordination

- Coordinate closely with internal teams to ensure alignment and timely delivery of inputs related to partnerships and proposals.
- Support smooth information flow between Business Development & Partnerships and other departments.
- Contribute to maintaining consistent coordination processes and documentation standards.

7. Operational & Administrative Support

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| EXPERIENCE & QUALIFICATIONS | <ul style="list-style-type: none"> • Support day-to-day administrative tasks related to business development and partnership workflows. • Ensure accurate filing, version control, and accessibility of partnership records and correspondence. • Assist the Business Development & Partnership Manager in maintaining organized workflows and tracking systems. • Bachelor's degree in Business Administration, Economics, Development Studies, or a related field. • 1–3 years of experience in a coordination, business development, partnerships, or related support role. • Strong working proficiency in Arabic and English (written & spoken) is required. |
| REQUIRED SKILLS & COMPETENCIES | <ul style="list-style-type: none"> • Strong organizational and coordination skills with high attention to detail. • Clear and professional written and verbal communication skills. • Ability to manage multiple tasks and priorities within tight deadlines. • Strong follow-up skills and a structured approach to tracking actions and commitments. • Ability to work collaboratively with cross-functional teams. • Basic research and information synthesis skills. • Proficiency in Microsoft Office tools (Word, Excel, PowerPoint). • Commitment to Sanad's mission and values. |
| POSITION TYPE | <ul style="list-style-type: none"> • Full-time |
| APPLICATION FORM | <ul style="list-style-type: none"> • Application Form |

*Note: We'll be in touch with those who make it to the shortlist for interviews. Appreciate your interest!