

**Terms of Reference (ToR)**

Project & Business Development Assistant (Full-Time, Remote)

Position Type

Full-time consultant (with the possibility to change to full-time employment)

Location**Remote**

The position is fully remote. Candidates must be located within ± 2 hours of Central European Time (CET/CEST) to collaborate effectively with the Executive Director, team members, associates, and clients across Europe and other regions.

Frequent virtual interaction and participation in online meetings during CET working hours will be required.

Reporting Line

Reports directly to the Executive Director.

Contract Duration

Initial one-year contract with the possibility of extension based on performance and organizational needs.

Position Summary

Tsunagu B.V. is seeking a highly motivated and organized Project & Business Development Assistant to support the Executive Director in project management, business development, resource mobilization, communications, and organizational operations.

This is an excellent opportunity for an early-career professional seeking to build a long-term career in an international consultancy working on gender equality, GBV, safeguarding, child protection, responsible business conduct, and social impact.

The successful candidate will play a central coordinating role across Tsunagu's projects and organizational functions while gaining exposure to proposal development, client engagement, strategic communications, innovative technical work especially in GBV and Child Protection, and business operations.

As Tsunagu continues to grow, this position is expected to evolve into a management role with increasing responsibility for overseeing projects, coordinating teams, and supporting organizational growth.

Key responsibilities

Based on the candidate's experience, skills and interests, the level of responsibility will be gradually increased.

1. Project Management and Coordination

- Support the Executive Director in coordinating ongoing projects and consultancy assignments.
- Monitor project timelines, deliverables, and administrative requirements.
- Coordinate communications with consultants, partners, and clients.
- Maintain project documentation, filing systems, and tracking tools.
- Organize project meetings, prepare agendas, take notes, and follow up on action points.
- Support project reporting and quality assurance processes.

2. Resource Mobilization and Proposal Development

- Monitor funding opportunities, calls for proposals, and consultancy opportunities relevant to Tsunagu's areas of expertise.
- Coordinate proposal development processes, including timelines, contributor inputs, and submission requirements.
- Compile organizational information, project references, CVs, and supporting documentation for proposals.
- Liaise with technical experts and partners to gather required inputs.
- Support drafting and editing of technical and financial proposal components.
- Maintain and update business development and opportunity tracking systems.

3. Internal and External Communications

- Support implementation of Tsunagu's communication and visibility strategy.
- Prepare and distribute internal newsletters and organizational updates.
- Manage and update website content.
- Support management of Tsunagu's LinkedIn presence and other relevant communication channels.
- Draft communication materials, announcements, blogs, and promotional content.
- Maintain communication calendars and track engagement metrics.
- Support preparation of presentations, reports, and marketing materials.

4. Event and Logistics Coordination

- Coordinate internal meetings, retreats, learning sessions, and team events.
- Support organization of webinars, workshops, conferences, and external events.
- Manage participant communications and logistical arrangements.
- Prepare event materials, agendas, presentations, and post-event summaries.

5. Administrative Support

- Provide day-to-day administrative support to the Executive Director.
- Implement the organization's knowledge management plan

Required Qualifications

Education

- Bachelor's degree in social work, gender, social sciences, business administration, communications, public policy, international relations, international development, or a related field.

Experience

- Minimum 2-5 years of relevant professional experience.
- Experience supporting projects, program management, business development, communications, or operations.
- Previous experience working with international organizations, NGOs, consultancies, UN agencies, research institutions, or social impact organizations is highly desirable.
- Experience coordinating proposal development processes is an asset.

Languages

Required

- Fluent written and spoken English.

Highly Desirable

- Professional working proficiency in French and/or Spanish.

Additional Asset

- Dutch language skills.

Skills and Competencies

- Excellent organizational and project coordination skills.
- Strong writing and editing skills.
- Ability to manage multiple priorities and deadlines simultaneously.
- High attention to detail.
- Strong interpersonal and communication skills.
- Proactive and solutions-oriented mindset.
- Ability to work independently in a fully remote environment.
- Interest in growing into leadership and management responsibilities over time.
- Commitment to Tsunagu's values of collaboration, inclusion, learning, and social impact.

Career Development Opportunity

Tsunagu is committed to investing in the professional growth of its team members.

The successful candidate will receive mentoring from the Executive Director and opportunities to progressively develop skills in:

- Proposal writing and business development
- Project management
- Client engagement and relationship management
- Strategic communications
- Team coordination and leadership
- Organizational management
- Technical knowledge on child protection and GBV

Over time, the role is expected to expand into a management position with responsibility for coordinating projects, supporting junior team members and consultants, and contributing to Tsunagu's strategic growth.

What We Offer

- Fully remote and flexible working environment.
- Opportunity to work with a global network of experts and practitioners.

- Exposure to international development, child protection, gender equality, GBV and responsible business projects.
- Direct mentorship from Tsunagu's Executive Director.
- Significant professional growth opportunities.
- Clear pathway toward future management responsibilities within the organization.

Application Process

Interested candidates should submit the following documents to Ayako Uragami, ayakou@tsunagu.network :

- A CV (maximum 3 pages);
- A brief cover letter outlining relevant experience and motivation;
- Two professional references.

Tsunagu B.V. reviews applications on a rolling basis and encourages interested candidates to apply early. We are aiming to recruit the assistant as soon as possible. Shortlisted candidates will be contacted for interviews as applications are received. While we appreciate the interest of all applicants, only those selected for further consideration will be contacted.