



Job Details	
Position Title	Executive - Business Development
Direct Supervisor	Head of Programs Department
Department	Programs Department
Job Location	Sharjah – United Arab Emirates
Prepared/Revised: 6 th January 2026	

Job Summary and Scope of Responsibilities
<p>MAJOR FUNCTIONS</p> <p>The Business Development Executive is responsible for supporting the planning, growth, and sustainability of FOCP's key programs, with a primary focus on Relay For Life and Pink Caravan. The role leads business development and partnership efforts, supports event planning and execution, and contributes to the successful delivery of departmental programs. In addition, the role provides event management and operational support to other programs within the department as required, ensuring alignment with departmental goals and FOCP's mission.</p>

Primary Duties and Responsibilities
<p>Key Responsibilities:</p> <p>Relay For Life Program Support and Growth:</p> <ul style="list-style-type: none"> Support the end-to-end planning and execution of the Relay For Life program in coordination with internal teams and external stakeholders. Contribute to the growth of Relay For Life by increasing corporate participation, team registrations, sponsorships, and fundraising outcomes. Engage with survivors, caregivers, volunteers, corporate teams, and community partners to strengthen program visibility and impact. Support the development of fundraising concepts, sponsorship packages, and engagement initiatives for Relay For Life. Assist in event planning, on-ground coordination, partner engagement, and post-event reporting. <p>Pink Caravan Program Support and Growth:</p> <ul style="list-style-type: none"> Support the business development, partnerships, and event-related activities of the Pink Caravan program, particularly corporate engagements and sponsored services. Assist in expanding Pink Caravan outreach through new collaborations with corporates, institutions, and community partners.





- Coordinate with internal teams to ensure sponsor deliverables and activation requirements are met during Pink Caravan activities.
- Support the preparation of proposals, sponsorship decks, and partnership agreements related to Pink Caravan.
- Assist in campaign planning, execution, and post-campaign evaluation.

Business Development and New Collaborations:

- Identify and pursue new business development opportunities aligned with FOCP programs and departmental priorities.
- Build and maintain strong relationships with corporate partners, institutions, and other stakeholders.
- Prepare and follow up on sponsorship proposals, partnership presentations, and collaboration agreements.
- Support negotiations with partners to secure financial and in-kind contributions.
- Ensure effective coordination between partners and internal teams for smooth execution.

Support for Other Department Programs:

- Provide business development and event support to other Programs Department initiatives as required.
- Assist in identifying partnership and sponsorship opportunities that may benefit multiple programs.
- Collaborate with other team members to ensure coordinated and efficient delivery of departmental activities.

Administrative and Reporting Duties:

- Maintain accurate records of partnerships, sponsorships, events, and business development activities.
- Track performance indicators related to partnerships, revenue generation, and program growth.
- Prepare periodic reports and updates for the Head of Programs Department.
- Support basic budget tracking related to sponsorships and event activities where required.

Decision-making Authority

Limited with Head of the Department

Working and Other Reporting Relationships

Head of Programs Department	Daily
Director FOCP	Frequently
Head of Beneficiary Support Services	Frequently
Head of Advocacy and Community Affairs	Frequently
Head of HR	Frequently
Head of Finance	Frequently





Supervisory Responsibility

Internships and Volunteers.

Eligibility Criteria

Preference will be given to male candidates of Arab nationalities, in line with organizational requirements and role-specific considerations.

Minimum Educational, Technical Qualifications/Certifications Required

Degree in Business, Marketing or related field and/or equivalent combination of education and experience.

Minimum Professional Experience Required

4 - 6 years of professional experience.

Special Requirements and Conditions

- Willingness to travel locally and abroad.
- Business orientated with a deep understanding of the non-profit industry.
- Maintain and exhibit excellent working relationships with all staff.
- Flexibility to work evenings and weekends as needed during campaigns and events.

Competencies/Knowledge, Skills and Abilities

Core Competencies	Behavioural Competencies	Functional Competencies
<ul style="list-style-type: none"> • Excellent communication skills in English & Arabic (written & spoken) • Strategic Thinking • Planning and organizing • Influence and Impact • Good understanding of charity activities and industry (non-profit org) • Excellent leadership skills • Excellent negotiation skills 	<ul style="list-style-type: none"> • Detailed oriented • Ability to work with a variety of diverse situations & people • Teamwork • Integrity • Personal credibility & influencing • Flexible • Client-centric approach • Handles ambiguity diplomatically and influentially • Positive attitude 	<ul style="list-style-type: none"> • Excellent knowledge and understanding 'cancer prevention field and related health issues • Excellent knowledge and understanding of the non-profit activities • Excellent ability to foster relationships with targeted health systems to create a sense of urgency related to awareness





<ul style="list-style-type: none">• Excellent time management and ability to meet schedules and deadlines• Knowledge sharing• Delegation• Excellent computer skills (MS Office Suite)• Excellent presentation skills• Public Speaking & presentation skills.		<p>of cancer as a major health problem</p> <ul style="list-style-type: none">• Ability to represent professionally to primary care health systems and community leaders• Ability to maintain general knowledge of science and evidenced-based best practices through monitoring current research and practices• Excellent project management skills.
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