



Business Development & Operations Consultant

Location: Remote

Length: 3 months (September-November), with possibility for extension

Experience Level: Senior (7+ years)

Compensation: Competitive, based on experience

Reports To: CEO

Closing Date: 7 September, 2025

Application Link: <https://airtable.com/appQpL7qee28SKkt2/pagR223iSH6xiDZyo/form>

About Digital Transformation Solutions (DTS)

[Digital Transformation Solutions \(DTS\)](#) accelerates the digital transformation of financial supervision and other public sector agencies. DTS (through initiatives like the [Cambridge SupTech Lab](#) and GovSpace) delivers world-class online leadership education, experiential training, ground-breaking research, market intelligence, new analytical frameworks, innovative digital tools, and cutting-edge suptech applications. Read about our mission and commitments on [our site](#).

About the Role

The Business Development & Operations Consultant will play a pivotal role in laying the strategic and operational foundations as DTS enters a new phase of growth. This role blends business development acumen, ecosystem knowledge, and operational rigor to ensure DTS is positioned for successful venture engagement, international expansion, and future participation in public tenders.

The Consultant will collaborate closely with the leadership team to drive venture capital readiness and outreach, participation in public tenders, and operational foundations.

Key Responsibilities

Venture Capital, Investor & Philanthropic Engagement (Top Priority)

- Lead preparation for VC and other investor fundraising (pitch decks, data room readiness, due diligence materials).
- Map and prioritize relevant VC, philanthropic and other investor networks; coordinate outreach and follow-up with CEO.
- Shape and refine DTS's strategic narrative for investors and philanthropic stakeholders.
- Ensure alignment of internal systems (Airtable, Notion) to track VC pipeline and investor communications.

International Expansion & Operational Foundations

- Support incorporation and legal setup processes in Luxembourg and Kenya.
- Coordinate with CEO, CTO, and legal advisors to ensure compliance, governance, and operational readiness.
- Establish initial administrative workflows (contracting, compliance, financial reporting).

Public Tenders & Strategic Opportunities

- Scan and scope relevant tenders and grant opportunities in alignment with DTS's vision.
- Support preparation of tender submissions, including proposal drafting and compliance requirements.
- Build internal templates and workflows for repeatable tender submissions.

Cross-Functional Support

- Support processes related to contracting of team members, consultants and strategic advisors.
- Coordinate with the Director of Services to align business development with technical assistance pipeline.
- Contribute to partnership strategies with multilaterals, public institutions, and ecosystem stakeholders.

Required Qualifications

We're not looking for a traditional sales profile. We're looking for someone who understands the nuances of public-interest tech ecosystems and can work across strategic, legal and partnership dimensions with clarity, empathy, and attention to context.

- Strong familiarity with digital transformation, govtech, suptech, or adjacent sectors (not pure sales or commercial).
- Direct experience supporting or leading VC fundraising processes (pitch decks, investor outreach, data room setup, due diligence support).
- Strong understanding of venture capital and other investor dynamics, philanthropic funding models, and blended finance.
- Ability to translate complex technical or mission-driven work into compelling investment narratives.
- Experience with public tender, grant development, partnership strategies, or operational launches.
- Experience working in or alongside public-sector institutions, multilaterals, or ecosystem-driven digital transformation efforts.
- Operational knowledge related to incorporation, compliance, or legal setup across jurisdictions is a plus.
- Comfortable navigating ambiguity and shifting priorities in fast-moving environments.
- Strong writing, synthesis, and storytelling skills.
- Mission-driven, collaborative, and able to work across time zones with distributed teams.

Commitment

- 3-months: September - November 2025: combination of base and performance-based incentives, to be discussed with shortlisted candidates
- Potential to turn into FTE in 2026

Milestone Goals

September: Venture Capital Readiness

- Dissemination of pitch deck to prioritized investors.
- Ongoing iteration of pitch deck based on feedback.
- Data room with core due diligence documents complete.
- Evidence-based shortlist of priority VCs, investors and philanthropies, with outreach and follow-up plan.
- First round of investor conversations initiated.

October: VC Outreach Acceleration

- Investor engagement intensified, with systematic follow-up on all outreach.
- Document strategic considerations, readiness criteria, and timing for international incorporation (Luxembourg, Kenya), with execution to follow when appropriate.

November: Public Tenders & Future Growth

- Review of initial VC term sheets.
- Pipeline of qualified public tenders mapped.
- Templates and compliance framework for tender submissions created.
- First tender submissions supported.

How to Apply

Please submit your CV / resume, and a brief statement about why you're interested in this role through this [application form](#). We welcome applicants from all backgrounds and are committed to building a diverse, inclusive team.