



PRIVATE DONORS MANAGER



Teach
FOR ROMANIA

www.teachforromania.ro



About Us

Teach for Romania is a non-governmental organization, that envisions life opportunities through excellent education for every child in Romania, irrespective of his or her social and economic background.

Our mission is to recruit, train and support young professionals who take ownership for transforming the society, through a leadership development program in education.

The staff of Teach for Romania is comprised of high potential professionals, who work relentlessly to transform the society by being an active part of a movement in education.

For more information, visit: www.teachforromania.org





Your Role

For our organization to have the impact it aims towards, your activity, as **Private Donors Manager**, will have a great contribution in **bringing the resources** needed to achieve our goals. You will be charged with managing the relationship with **our private donors** and **developing and implementing campaigns and mechanisms for collecting donations**, in order to achieve the fundraising goal of the area.

Reports to: Development Director

This is a **full time** position, in **Bucharest**.





Responsibilities

- **Manages and develops** our community of individual fundraisers;
- Manages the **mechanisms for collecting donations from individuals** (ex. SMS, 2%);
- Develops and implements **campaigns for private donors** (ex. Donate Your Birthday, Christmas campaign);
- Works closely with the Corporate Account Manager to **increase the fundraising community with employees from our corporate partners**;
- Develops and implements **special fundraising projects** targeted to employees from our corporate partners ;
- Manage the **relationship with corporate stakeholders** (related to these special projects);
- Manages and develop the **relationship with high net-worth individuals**;
- Handles the administrative work of monitoring and administrating the **databases for donors & donations**.



Profile

We are looking for **someone with:**

- Focus on results and meeting the fundraising goal of the area.
- The ability to think in terms of R.O.I.
- Account management skills;
- Relationship management skills;
- Good project management skills;
- Community management skills;
- Good understanding the donor's psychology;
- Excellent written Romanian & English (Advanced) skills.

Who is:

- Passionate about making a difference;
- Creative;
- Communicative,
- Autonomous;
- Results oriented.



Profile

Who **knows**:

- Microsoft Excel;
- Microsoft PowerPoint.

Experience required for this role:

- Minimum 2 years of experience in Fundraising in an NGO OR working in CSR projects.

It would be a plus:

- Salesforce (or other Customer Relationship Management application).



Benefits

- A chance to do **high-significance work** in education (more access to excellent education for all children);
- The opportunity to **build up your skills** and develop yourself personally and professionally;
- Access to **training and learning opportunities** inside the organization and from our learning partners;
- An **excellent working environment** in a value-based organizational culture;
- Access to a **global community of experienced and talented specialists** and first-hand innovative approaches and models from the Teach for All network.



Application details

This is a **full time position**, based in **Bucharest**.

The selection process will consist in:

- Screening, according to the application form;
- Online test;
- Phone interview;
- Interview with the Director of Development;
- Final interview with the Executive Director.

Please apply by following the link [here](#).