

FUNDRAISING MANAGER



WWW.TEACHFORROMANIA.ORG



Refresh pentru profesori,
restart pentru societate



ABOUT US

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

Our mission is to recruit, train and support professionals who take ownership for transforming the society, through **a leadership development program in education.** After the 2 year teaching program, Teach For Romania supports its alumni, equipped with the experience, conviction, and insights to be a force for change, working across sectors to expand educational opportunity.

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

We are looking for a professional who is deeply committed to Teach for Romania's vision and strongly believes in high-quality education, easily accessible to all children.

The future **Fundraising Manager** in Teach for Romania will be a strategic thinker, a great communicator, with fantastic organizational skills and the ability to multitask and adapt in a fast-paced environment. In this role, you will be in charge with managing the relationship with our existing corporate sponsors (including managing side projects with specific donors, such as visibility initiatives, employee engagement activities, and others) and contributing to attracting new donors/partners

Your role as a **Fundraising Manager** will be far from one-dimensional. You'll undertake a wide range of tasks, like managing a team, grant applications, donor relationships, design & execution of partner engagement programs, planning & executing fundraising events and developing and managing a strong pipeline of funding prospects, both national and international.

This is a full time position, based in Bucharest, with hybrid approach on work.

Reports to: Development Director

RESPONSIBILITIES

- Develops, proposes and implements the strategy and operational plan for the Fundraising Department
- Manages a team responsible for the implementation of the activities agreed with the sponsors and the actions included in the corporate stewardship plan;
- Acts as a project manager for complex projects;
- Manages and creates strategic partnerships;
- Designs and contributes in stewardship activities for corporate donors (which can include school visits, dedicated activities with teachers and students included in the program, regular communication and updates – corporate newsletter, etc)
- Manages and develops the relationship with the existing sponsors – keeps track of the organization’s commitments towards each donor, including reporting and special activities, maintains timely communication on operational and reporting matters with each donor, drafts reports;
- Ensures contract management;
- Designs proposals for corporate sponsors (new applications and renewals);
- Researches and engages potential new sponsors with support from Development Director, the CEO and the Board members;
- Acts as a point of contact for Teach for All in all interactions related to Fundraising;

PROFILE REQUIREMENTS

- Sales/fundraising/account management experience – minimum 4 years, with knowledge of **stakeholder management**; (communication, problem-solving, risk management, negotiation) and **team management**;
- Excellent communication and interpersonal skills, with a proven capacity to create channels to connect people;
- Ability to relate to high-level corporate managers (VPs, board members, CEOs, CFOs);
- Project management skills (time management, budget management, return on Investment focus and attention to resources);
- Strong critical and innovative thinking, with decision-making and problem-solving skills;
- Results and performance orientation;
- Strategic vision, stewardship;
- Mindset driven by return of investment;
- Ability to work autonomously, in a fast faced, dynamic environment
- Computer literacy with capability in MS Office and Canva
- Driver's license: B;
- *It would be a plus if you also have experience working in an NGO, especially in the field of education.*



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, with a hybrid approach on work (2 days per week at the office).

The selection process will consist in:

- Screening, based on resume and motivation letter;
- Interview with the HR Department;
- Written assignment;
- Interview with the Development Director (direct manager)
- Online Interview with the CEO.

We will review the applications on an as we go basis. Please send your application to **office@teachforromania.ro** until **23rd of April 2024**.



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