



# FUNDRAISING SPECIALIST

(BIROUL REGIONAL MOLDOVA)



[WWW.TEACHFORROMANIA.ORG](http://WWW.TEACHFORROMANIA.ORG)





# **ABOUT US**

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**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](http://www.teachforromania.org).**

# YOUR ROLE

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We are looking for a dedicated, committed and professional **Fundraising Specialist**, who wants join Teach for Romania's efforts of providing life options through education for every child in Romania.

For our organization to have the impact it aims towards, your activity, as Fundraising Specialist, will have a great contribution in bringing the resources needed to achieve our goals.

You will be responsible with attracting and work closely with **new TFR corporate (regional) partners through writing financial proposals** and manage the relation with these partners.

This is a **full time position, based in Iași**  
Reports to: **Regional Director - Moldova**





# RESPONSIBILITIES

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- Researches potential new sponsors;
- Assists the Regional Director in meetings with potential sponsors (prepares support materials including donor intelligence, research, offers meeting support);
- Drafts proposals for corporate sponsors (new and recurring);
- Executes dedicated stewardship activities for corporate donors (which can include school visits, dedicated activities with teachers and students included in the programme, regular communication and updates – corporate newsletter, etc), with guidance from the Regional Director, as needed;
- Plans, coordinates and acts as main responsible for the implementation of project activities agreed with the sponsors and the actions included in the corporate stewardship plan;
- 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;
- Manages the relationship with the existing sponsors;
- Oversees the documentation of the completion of deliverables;
- Works with the Finance partner on budget tracking if the case
- Ensures contract management in Salesforce;
- Keeps the sponsors database up-to-date;





# PROFILE REQUIREMENTS

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## **We are looking for someone with:**

- Experience in drafting new proposals and grant writing
- Account management skills (client-oriented, with good partnership cultivation skills, is diligent, reacts on time, is charismatic and open);
- Relationship management skills (is perceptive of and responds to the specific needs and interests of our partners and donors);
- Great organizational skills, autonomy;
- Integrity;
- Great communication skills;
- A team player attitude;
- Excellent written Romanian & English (Advanced) skills;
- Research skills

## **Who is:**

- Comfortable to work with different stakeholders (external and internal);
- Autonomous;
- Results oriented;
- Details oriented;
- Good communicator.

## **Experience requirements:**

- Previous work experience in Fundraising/ Account or Relationship Management/Customer Support - minimum 1 year



# BENEFITS

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- 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

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### **The selection process will consist in:**

- Screening, based on resume and motivation letter;
- Initial phone interview;
- Interview with the Regional Director (Moldova Area);
- Interview with the Chief Executive Officer.

We will review the applications as we go-basis.

Please send your application to **office@teachforromania.ro** until **15 Aug 2025**.

Teach for România prelucrează date cu caracter personal conform Politicii de confidențialitate și a Notei de informare a candidaților la angajare la Teach for Romania.



# THANK YOU !



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restart pentru societate