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 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
For our organization to have the impact it aims towards, your activity, as Corporate Relationship 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 existing corporate sponsors (including managing side projects with specific donors, such as visibility initiatives, employee engagement activities, and others).

This is a **full time** position, based in **Bucharest**. Starting time: as soon as possible. We’re ready!

Reports to: Fundraising Manager
Responsibilities

• Acts as **project manager** for the **implementation** of the activities agreed with the sponsors and the actions included in the corporate stewardship plan;
• **Designs and 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 Fundraising Manager, as needed;
• **Manages 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** in Salesforce;
• **Drafts proposals** for corporate sponsors (new and recurring);
• Keeps the **sponsors database** up-to-date;
• Assist the Fundraising Manager in **meetings with potential sponsors** (prepares support materials including donor intelligence, research, offers meeting support);
• **Researches** potential new sponsors;
Profile

We are looking for someone with:

• Account management skills (client-oriented, with good partnership cultivation skills, is diligent, reacts on time, is charismatic and open);
• Stakeholder management skills;
• Relationship management skills (is perceptive of and responds to the specific needs and interests of our partners and donors);
• Great organizational skills, autonomy;
• Project management skills – ability to design and run effectively small scale projects;
• Integrity;
• Great communication skills;
• A team player attitude;
• Excellent written Romanian & English (Advanced) skills;
• Research skills.
Profile

Who knows:

• Microsoft Excel;
• Microsoft PowerPoint;
• You will learn how to use Canva if you are not familiar with it by now.

It would be a plus if you also have:
• Experience working in an NGO, especially in the field of education.

Experience required for this role:
• 3–5 years of experience in Fundraising/Account or Relationship Management/Customer Support.
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.
This is a full time position, based in Bucharest.

The selection process will consist in:
- CV Screening;
- Online test;
- Phone interview;
- Interview with the HR department and the Fundraising Manager;
- Final interview with the CEO.

You can apply by sending your CV and filling in a short online form using this link.

We will review applications on an as we go basis.