Block 244, Plot 5151 Majid Musisi,
Kampala, Uganda
info@teachforuganda.org
www.teachforuganda.org

Title: Fundraising and Development Coordinator
Ref No: TFU/2023-001
Positions: 1
Reporting to: Executive Director
Contract duration: 1 year (renewable)
Duty station: Head Office with 50% domestic and international travels.

About Teach For Uganda

At Teach For Uganda (TFU), we are working to ensure every child in Uganda regardless of their socio-economic background attains an equitable and quality education. Our *mission is to nurture leaders who are committed to advancing equitable access to quality education in low-income communities*. We recruit, train and place top university graduates and young professionals in high need primary schools across Uganda to serve as full-time teachers committed to improving the education outcomes of less-privileged children while developing their leadership skills in a 2-year teaching fellowship. We currently operate in 4 districts i.e. Luweero, Mayuge, Namutumba and Kayunga with 86 partner schools, 171 fellows and 58 Alumni. Our goal for the next 5 years is to develop 1,798 fellows, 1,020 alumni, and impact the learning outcomes 326,400 children. In 2023 we shall expand to Bugiri, Namayingo and others as per the annual scale plan

Position Overview

Reporting to the Executive Director, the Fundraising and Development Coordinator shall set and execute high-level development strategies. The Fundraising and Development Coordinator will be responsible for the overall fundraising and development strategies, donor cultivation, reporting and stewardship, as well as management of their resources, raising both financial and in-kind resources to ensure TFU achieves its financial sustainability, and her five (5) year strategic and ambitious vision of raising at least $12 million USD while developing 500 leaders to impact the life and learning outcomes of over 300,000 children by 2026.

Performance Objectives

Researching, cultivating, developing and maintaining Development (40%) **individual donors, private foundations and companies) with current donors and new prospects:**

- In close collaboration with the ED and MD ensure alignment to the TFU 2020-25 fundraising and development strategy and lead the cultivation of foundations (70%) Corporates (20), multilateral organizations (5%) and individuals (5%) of TFU's budget
- Through research of donor databases, TFU funding tracker identify strategic funding prospects for TFU and start the relationship-building process, starting from potential donor identification and research through closing the deal and further stewardship to ensure closing of 5-7 prospects into strong partners per year.
- Plan and execute a sequence of communications, actions, and events for each donor in the portfolio to ensure uniquely-tailored donor experiences.
- Supervise delivery of fundraising campaigns across digital, mobile, social media, and developing

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channels.

- Closely work with the ED to cultivate relationship with private companies to solicit funds through their CSR (corporate social responsibility) both locally (in Uganda) and internationally.
- Collect and synthesize relevant statistics, stories, and anecdotes from our fellows, teachers, children and communities for tailoring donor pitches and meeting materials for use in donor prospect meetings.
- Developing pitches, strategies, plans, and compelling donor-related content to achieve goals for different donor segments.
- Staying on top of fundraising trends, innovations, ideas and insight in the social enterprise space and crafting innovative strategies, insights and ideas that would sell the brand of TFU better and position us as a leading education development partner in Uganda and globally

Creating and maintaining effective donor management tools (30%) including the following:

- Managing our database of donor stewardship and cultivation accounts, our funding tracker, and using them efficiently and effectively to ensure effective communication with all current and prospective donors. The management of the accounts includes being responsible for the full cycle of activities related to donor cultivation, starting from early outreach to finalizing Development, and ongoing communication to keep the current and potential donors engaged in and motivated by TFUs work.
- Draft donor reports, reach out to current and potential donors, analyze trends in donations, identifying gaps and devise means to mitigate those gaps
- Coordinate the fundraising actions of the ED, board members and other teams and employees to ensure quality communication with prospects and donors

Ensure financial health of the organization (30%)

- With the ED, prepare realistic, consistent and measurable annual development and Development budget with information detailing the amount necessary to meet the budget criteria. This budget must be submitted and approved by the ED and MD.
- Develop a strong and long-term fundraising and development strategy that enables TFU to position itself effectively within the public relations, marketing and communications spaces for game-changing social enterprises.
- Manage, support and develop imaginative fundraising activities, some of which will be events-based.
- Support fiscal management that anticipates development and volunteer programs to operate within the approved budget, ensure maximum resource utilization, and maintenance of the organization in a positive financial position
- Draft compelling donor reports and stories to keep our partners engaged and excited about the vision and mission of TFU.
- Support the ED and MD on timely reporting on the use and stewardship of donor funds to the TFU board by drafting compelling program reports that synthesize and summarize our work to the TFU Board of Directors.

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QUALIFICATIONS, SKILLS, AND EXPERIENCE

Qualifications

1. The applicant must hold a Master's Degree in Business Administration/International Development/Marketing and Communications/International Relations or a Bachelor's Degree in a related field with 7 years of relevant work experience including progressively challenging professional fundraising in non-profit or corporate partnership building, donor cultivation, marketing and other related.
2. Additional training in fundraising is an added advantage.

Skills

1. Excellent interpersonal, writing, negotiation, networking and communication skills.
2. Ability to engage with multilateral, bilateral, corporate and development partners.
3. Ability to lead dialogue, identify and analyze trends, opportunities, and challenges.
4. Proactive leader, self-motivated and a commitment to continuously produce results focus on impact and results.
5. Demonstrated capacity to establish and maintain excellent relationships with key and strategic local and global partners.
6. Understanding of development sector and best practices in international donor relations.
7. Demonstrated knowledge of grants management, monitoring, assessments, and reviews.
8. Excellent understanding of resource mobilization strategies, cycles, and activities.
9. Excellent leadership, coordination, and relationship building and a team player, and a demonstrative sense of possibility in one's work.

TFU Competencies (for all TFU Staff):

- Put **Children First** at the center of everything you do.
- Possess a **Sense of Possibility** and invest above and beyond what's expected of you
- Have the quest to **Continuously Learn**
- Exercise **Humility and Respect** for all
- Are able to exercise **Teamwork**
- Have the zeal to **Pursue Excellence.**

How to Apply:

Please email your resume with 3 professional referees and a one-page cover letter to jobs@teachforuganda.org. Please indicate the position applied for in the subject line of your email by **20th Feb 2023**. Your cover letter should include why you are interested in Teach For Uganda and in this position. Only short-listed candidates will be contacted. For more information about Teach For Uganda, visit us at www.teachforuganda.org. Female candidates are encouraged to apply.