

Title: Fundraising and Partnerships 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 (ED), the Fundraising and Partnerships Coordinator shall set and execute high-level development strategies. The Fundraising and Partnerships 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

Develop, Manage Grant Reports and Proposals (40%)

Working in cross collaboration with the Executive Director (ED), Managing Director (MD), and Senior Management you will ensure that Teach For Uganda meets and exceeds our commitments to our partners (funders) by writing high-quality grant reports, grant proposals and applications that inspire new funding partners, and current ones to support Teach For Uganda's impact long term. We envision this role will primarily entail the following;

- With guidance from the ED, developing an effective long-term fundraising strategy to enable TFU to position our 5-year strategy to raise \$12 Million by 2026 and at least \$2.5 Million per year
- Draft, edit and project manage high-quality grant reports, collaborating with other team members primarily as an editor.
- Write, edit, and project manage high-quality grant proposals that are customized to address the key focus areas and requirements of prospective and current donor partners

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- Draft, edit and peer review a large number of internal (newsletters, campaigns, impact stories) and external communications as well as work to ensure consistent messaging and branding within the fundraising function as well as across TFU teams.
 - Work closely with the ED, and the Team to develop and maintain effective communication plans for gathering information needed for reporting and donor materi
 - Lead the team in streamlining systems and processes to make grant reporting and information gathering and storage and as well as dissemination effectively.
 - Lead on editing, managing and maintaining an active donor management and stewardship database, accounts, funding tracker as well work with our Teach For All Partner Engagement Leads (PELs) on Fundraising and Grant Management to learn how to use the Teach For All grant management portal effectively

Revenue Generation and Relationship Management (30%)

Teach For Uganda (TFU's) success and sustainability heavily relies on important external relationships we cultivated for the last 6 years to fuel our mission and vision, particularly with funders, experts in the education sector and with the Teach for All Network. You will help build and maintain strong relationships with all our external stakeholders and funders through personable, appropriate and timely communications (direct emails, phone calls, newsletters, impact stories) and in-person meetings.

- Support the ED and MD and other Senior Management as well as teammates in managing high priority funder relationships as a “Relationships Champion”, a secondary and sometimes a primary point of contact for funders.
- Lead in setting fundraising strategy and contribute to TFU's meeting its fundraising goals through a variety of stakeholder management and relationship building activities.
- Lead in prospecting/lead generation activities for new donor partners, including supporting new outreach to strategic philanthropy (foundations, corporates) and high net worth individuals (HNIs)
- Represent TFU as needed at local and international funder and partner conferences, meetings, and other external events, including summits, symposium, conferences and special events, to build our reputation and establish relationships to new funders and partners.

3. Project Management, Team Coaching and Support (30%)

Teach For Uganda (TFU) is a fast-growing organization and we don't know everything. However, we carry out several projects that are aligned to our vision and mission and providing 21st century skills for our learners including but not limited to financial education, digital learning and climate education for sustainable development. We are looking for a skilled project manager and team player who is happy to wear a variety of hats and tag in to support the team wherever there is a need. Some of the things we envision this role supporting include:

- Streamline all TFU's existing projects and funding and fundraising into clear alignment with our strategic program priorities while effectively managing relationships with donors, streamline processes, and procedures to increase efficiency and move TFU towards its revenue goals.
- Provide leadership support and coaching to the team on how to communicate TFU's funding needs compellingly, and help junior-level teammates level up writing, and communicating our impact stories effectively, as well as troubleshooting challenges that may arise with the projecting-funding processes
- Build relationships with other TFU's teammates and become an internal "expert" on specific products, solutions, or aspects of TFU's work such as online campaigns, events and develop other revenue generation schemes to help TFU become financially sustainable
- Work with the ED, MD, Communications Manager well as the Head of Programs, Alumni Officer and set and execute TFU's fundraising strategy towards the goal of TFU becoming a \$3 Million Organization annually
- Stay up-to-date 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

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 5 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



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- 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 **25th January 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 highly encouraged to apply.