

**Title:** Fundraising and Partnerships Coordinator

**Ref No:** TFU/2023-001

**Positions:** 1

**Reporting to:** Executive Director (ED)

**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 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 and secondary 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.

In order to sustain our innovations and impact in the last 7 years within Uganda's education system, Teach For Uganda is embarking on transforming and improving the leadership and effective teaching skills of public school teachers to transform the future of education in our country. To this end, public school teachers interested in improving their leadership and teaching effectiveness skills will now apply and be selected to join our 2-year *teaching as leadership fellowship* program. To achieve full schools' transformation, TFU is leading the way in extending digital learning opportunities to over 20 schools in Busoga region, providing financial education close to 5,000 girls in eastern Uganda while launching climate leadership education in all our four partner districts in east and central Uganda.

At the heart of Teach For Uganda is a core belief that *when you educate a girl, you transform a nation*. TFU has partnered with Let Girls Thrive Network through our global partner, [Teach For All](#), to ensure that marginalized girls in all our partner school communities and districts across Uganda, are afforded a voice and an opportunity of a quality education that enables them to thrive in the global economy. To date, TFU has worked and impacted learning and life outcomes of children in Luwero, Mayuge, Namutumba and Kayunga districts with 86 partner schools, 170 fellows and 58 Alumni. Our goal for the next 5 years is to develop over 1,750 fellows, and over 1,000 alumni, and improve the learning student leadership outcomes over 300,000 children.

In 2023 we are scaling our impact to Bugiri, Buikwe, Mukono and Namayingo Districts respectively.

### **Position Summary**

Under the supervision of the Executive Director and in close working relationship with the TFU HQ Strategic Partnership Division, The Partnership and Fundraising Coordinator will support the establishment and management of strategic donor partnerships for Teach For Uganda towards the vision transforming Uganda's education system in the next 25 years. The Partnership and Fundraising Coordinator will develop and implement partnership-building strategy and provide high-level advisory to the Country Office Management on partnership development, funder pipeline management and donor intelligence.

We are looking for someone who thrives in an intense and high pace environment, whilst maintaining careful attention to detail. Amongst other skills, the person will require excellent writing skills, outstanding knowledge of proposal writing and donor, cultivation, stewardship and reporting. The person will be passionate about supporting the process of identifying and engaging donors and partners towards long term strategic partnerships with TFU.

### **Major Responsibilities**

#### **Build trust and maintain effective corporate relationships with Donors (40%)**

- Provide technical support to the Executive Director and other Senior Managers in the preparation of donor engagements, meetings, visits and other consultations with donors, including the preparation of concept notes, funding proposals, briefs and other materials for donor cultivation and partnership
- Act as a single direct entry point for donors, building institutional relationships;
- Provide regular updates on donor profiles, databases (e.g., contracts management) and donor reporting and intelligence;
- Identify opportunities to secure additional core resources, where appropriate, liaises with relevant offices for action, including recommendation on positioning with potential donors, timely follow-up and support.
- Draft and review of partner-specific Framework arrangements and Cost sharing agreements and budgets as necessary;

- In collaboration with the TFU's programs division when relevant, support the preparation of funding proposals and concept notes, impact reports and effectively and timely share them with our funding partners

#### **Develop and manage Teach for Uganda's strategic partnership in Country (20%)**

- Manage and coordinate the relationships with key partners and ensure the proactive coordination, monitoring and facilitation of Teach For Uganda's timely response;
- Provide technical support to senior management's efforts at country level to develop new and innovative partnerships;
- Set and monitor annual priorities, goals and key performance indicators for Country Partnerships, in line with the regional and national partnerships and resource mobilization strategies;
- Coordinate, develop and plan of the partnership building work at the national level;
- Provide strategic advice to the Regional and National Offices on building and maintain partnerships, including Civil Society Advisory Groups, National Organizations and Institutions.

#### **Facilitate and monitor the submission of high quality and timely reports to Donors: (10%)**

- Build systems to promote compliance with the terms of grants and agreements, across the region;
- Provide support to program managers for the preparation of high quality and timely donor reports, including the monitoring, consolidation, editing and revision of all required reports on contributions to ensure the quality and relevance of all products aimed for external audiences, in close cooperation with country offices;
- Coordinate with the Head of Programs and MEAL Coordinator for the collection of information and preparation of result-based reports.

#### **Provide technical support to the implementation of the Country resource mobilization strategies and initiatives (20%)**

- Advise on advocacy strategies and methods to facilitate a proactive and strategic targeting of partners;
- Provide technical support to the development and implementation of differentiated, donor fund-raising strategies, aligned and coordinated with country-level activities initiatives and outreach activities;
- Develop targeted products and initiatives to enhance the capacity of Teach For Uganda to mobilize programmatic resources and attract additional donors' funding to the thematic areas.
- Gather information on projects / programs, pipelines and corresponding resource needs through collaboration with country-based counterparts;
- Provide inputs to the development of project proposals in line with the Teach For Uganda's strategy and the interest of donors;
- Undertakes ad-hoc donor studies (donor policies, sectoral and geographic preferences, economic and political background, development assistance strategies etc.), research and other activities to identify funding opportunities; updates the resources mobilization strategy as needs emerge;

#### **Provide knowledge management and sharing advice and support to strengthen internal partnership building and resource mobilization capacity (10%)**

- Develop and roll out the required tools and systems as suggested in the partnerships and resources mobilization strategy;
- In close cooperation with the communication team, advises on the creation of Teach For Uganda products, packages and positions to ensure targeted marketing, attract and secure increased resources from Donors; contributes to the development of messages and arguments to strengthen investment.
- Share knowledge and enhances organizational learning among Teach for Uganda and field offices through the development and use of on-line tools, templates, tips, mechanisms and guidelines to support resource mobilization initiatives and campaigns to enhance donor relations;
- Facilitate partnerships and resource mobilization training to programs personnel and managers based in the Country Offices including the development of tools and products, as needed.

#### **Key Performance Indicators**

- Timely attention and response to Teach For Uganda's partners and donors
- Quality inputs to resource mobilization strategy and timely support to the Country Office.
- Timely targeting of funding opportunities and timely tracking of donor intelligence

- Quality communication and advocacy products which result in increased resources and strong investment case for Teach For Uganda.
- Resource mobilization proposals developed, ensuring that these meet the needs in the field, country office and requirements.
- Quality monitoring and reporting mechanism to ensure quality of data and limit redundancy in efforts. .

**Education and certification:**

- Master's degree or equivalent in Project Planning and Management, Business management, social sciences, public administration, international relations, communications, or a related field.
- A first-level university degree in combination with three additional years of qualifying experience **may be accepted** in lieu of the advanced university degree.

**Experience:**

- At least 5 years of proven experience working in an NGO/Social Enterprises setting, fundraising and partnership building;
- Experience in proposal in fundraising, proposal writing, donor cultivation and stewardship

**FUNCTIONAL COMPETENCIES:**

- Strong knowledge of the Education Sector
- Demonstrated ability to interact effectively with global and local partners including multilateral bilateral partners
- Proven networking skills, and ability to mobilize support on behalf of Teach For Uganda;
- Excellent writing, communication and negotiating skills;
- Knowledge, understanding and familiarity with inter-governmental processes;
- Excellent IT skills, including databases, extranet and office software packages;
- Strong risk management skill;
- Very effective at multi-tasking;
- Strong analytical and interpersonal skills;
- Focuses on impact and results for client;
- Ability to identify opportunities and builds strong relationships with client and external actors;

**Requisite Skills**

- Passionate about our mission and values, believes deeply in the importance of inspiring/investing external people in our mission, and has high expectations for how Teach For Uganda is viewed by external stakeholders and the general public.
- Excellent organizational and planning skills, as well as immense attention to detail
- Excellent relationship-building skills (listening, negotiating, and reasoning skills)
- Experience in managing fundraising databases (knowledge of Salesforce is preferable)
- Excellent research skills – the ability to locate, process, and analyze publicly available information and data (ability to draw out strategy and goals from research)
- Fluent knowledge of (writing, reading, speaking)
- Extremely strong verbal and written communication skills; can speak and write compellingly about our organization, mission, and goals
- Excellent critical thinking skills, ability to problem-solve and develop opportunities in order to achieve the most meaningful outcomes

**Approach to Work**

- ❖ Must have a deep understanding of and strong alignment to Teach For Uganda's mission, vision, and core values
- ❖ A self-starter with initiative, confidence, drive, and flexibility to deal with unexpected situations or last-minute changes in a dynamic team
- ❖ Must show an uncommon level of personal responsibility in achieving professional goals.
- ❖ Must be reflective; proactively working to grow and improve
- ❖ Able to perform miscellaneous job-related duties as assigned.

**Compensation**

Salary is competitive in the Ugandan context and depends on prior experience. Additionally, there is ample opportunity for professional development and mobility within the organization, as well as access to professional development through the global [Teach For All](#) network.

**How to Apply**

Please email your resume and a **one-page** cover letter by **May 11<sup>th</sup>, 2023** to [jobs@teachforuganda.org](mailto:jobs@teachforuganda.org) indicating the position applied for in the subject line of your email. Your cover letter should include why you are interested in Teach For Uganda and in this position. Only short-listed candidates will be contacted.