

# TEACHFORUGANDA

Creating a movement of leaders working towards ending educational inequity in Uganda

**Title:** Development and External Partnerships Manager

**Term:** Full-time

**Reporting to:** CEO

**Start date:** As soon as possible

**Duration:** 2 years

**Salary:** Competitive; commensurate with previous experience

**Location:** Kampala, Uganda with considerable travel opportunities

## About Teach For Uganda

Teach For Uganda (TFU) is an independent, no-for-profit-organization that is enlisting Uganda's most promising future leaders in our vision and mission to ensure that one day, all children in Uganda have access to an excellent education. Participants in the program, known as *Fellows* serve as full-time teachers for two (2) years in high-need government aided primary schools across Uganda. They commit to work towards transforming the education outcomes of less-privileged children by significantly improving their achievements and aspirations during their two-year teaching fellowship. In the long term, TFU Alumni will form a unique class of leaders, working in various sectors in our economy to expand educational opportunities for all children in Uganda. Our inaugural cohort of 16 fellows have been working as full-time teachers in 8 government-aided primary schools in Luwero district. We are looking to grow to 500 Fellows impacting 250,000 students over the next 5 years. In 2019, we are recruiting our 2<sup>nd</sup> cohort of 50 fellows who will be working in 25 schools impacting the learning outcomes over 15,000 children in both Luwero and Mayuge districts of central and eastern Uganda respectively.

## Who We're Looking For

Reporting to the CEO, the Development and External Partnerships Manager (DEPM) will provide critical support for TFU's Development team to move more efficiently and effectively toward reaching our ambitious fundraising goal of \$3million USD to fund our operations over the next 3 years. The person in this role would take the lead on private partnerships, which includes but not limited to researching and developing a pipeline of prospective donors, cultivating and sustaining relationships with current and potential private foundations, private sector organizations, companies both global and local, and individuals. He or she will take the lead in organizing fundraiser events in Uganda and abroad, developing our crowdfunding and mass giving campaigns, and creating uniquely tailored donor experiences. The DEPM will also work closely with the CEO on setting and executing high-level development strategies. He or she will also be responsible for grant writing and reporting, and external communication such as newsletters, annual reports as well as managing all our social media accounts.

The DEPM will also have the opportunity to work with the Programs team to develop compelling content such as graphics, stories, imagery and videos to showcase our impact to our partners as well as organize engaging site visits for partners to effectively share what our work is all about in real time.

This position provides a unique opportunity for an individual with superior critical thinking, communication, analysis, project management, and reporting skills to gain an in-depth understanding of Teach For Uganda, and play a critical role in ensuring the organization reaches its 2019-2023 goals.

To be successful, the DEPM must be a team player and multitasker who is able to support the CEO and TFU leadership in building and sustaining relationships with numerous stakeholders of various backgrounds across North America, Africa, and Europe. This individual must be comfortable in an entrepreneurial environment and possess a strong level of personal responsibility for achieving ambitious results. He/she must be detail-oriented, fluent in English, deeply informed on the dynamics among the Ugandan Diaspora frames. He/she will ideally possess excellent event organizing skills, and have solid database management experience. Previous fundraising experience with private sector partnerships and particularly leveraging funding opportunities from corporations and foundations

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both locally and internationally is strongly desirable.

Apart from being qualified for the job, we need someone who believes deeply in our vision/mission and is aligned to our **Core Values: Children First, Sense of Possibility, Constant Learning & Growth, Humility and Respect, and Team Work**. These Core Values are a vital component of our organization's culture to ensure long-term and sustainable success, and therefore we view them as an important component of the selection of new team members and Fellows. We are looking for a like-minded leader to grow with us and envision a Uganda where the education system guarantees all kids their right to a high-quality education.

## Scope of Responsibilities

*Including, but not limited to:*

Reporting to the CEO, the DEPM will lead the research, cultivation, partnership development and stewardship of current donors and new prospects in the private sector (individual donors, private foundations and companies and organizations); be responsible for major gift portfolios by building and sustaining strong relationships aimed at increased renewal; and work to expand our base of support. The DEPM will directly support the CEO to plan and carry out Teach For Uganda's strategy to raise 3 million USD to cover our operating costs over the next 3 years.

The key responsibilities of the DEPM include the following set of functions:

1. **Research, cultivating, developing and maintaining private partnerships (individual donors, private foundations and companies) with current donors and new prospects (40% of time), including the following:**
  - a. In close collaboration with the CEO and COO to ensure alignment and fulfillment of the complete relationship-building process, starting from potential donor identification and research through closing the deal and further stewardship.
  - b. Plan and execute a sequence of communications, actions, and events for each donor in the portfolio to ensure uniquely-tailored donor experiences.
  - c. Producing high-quality written communications by drafting, proofreading, and editing communications as well as compiling data and supplementary materials (preparing meeting briefs and materials, capturing meeting notes and outcomes, preparing donor follow-up, drafting correspondence, drafting donor reports, news articles, statistics on programmatic initiatives, Fellow/Alumni anecdotes, etc.).
  - d. Closely work with the CEO for cultivating relationship with private companies to solicit funds through their CSR (corporate social responsibility).
  - e. Launching and executing mass giving/online campaigns that ensure a regular stream of funding under the direct supervision of the CEO and in collaboration with the development team.
  - f. Collect and synthesize relevant statistics, stories, and anecdotes for tailoring donor pitches and meeting materials for use in prospect meetings.
  - g. Developing pitches, strategies, plans, and compelling donor-related content to achieve goals for different donor segments.
2. **Creating and maintaining effective donor management tools (30% of time), including the following:**
  - a. Managing our database of donor stewardship and cultivation accounts such as funds for NGO, our funding tracker 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 partnerships, and ongoing communication to keep the current and potential donors engaged in and motivated by TFUs work.
  - b. Using our google funding tracker and eventually Salesforce and other software for stewardship, engagement, and cultivation purposes.
  - c. Draft donor reports, reach out to current and potential donors, analyze trends in donations,

- identifying gaps and devise means to mitigate those gaps
- d. Coordinate the fundraising actions of the CEO, board members and other teams and employees to ensure quality communication with prospects and donors.
- 3. Communications and marketing (15% of time), including the following**
- a. Develop, manage and execute Teach For Uganda Marketing & Communication strategy.
  - b. Develop and/or support communication activities that raises awareness of, and interest in, the work of Teach For Uganda i.e. manage and keep up to date all TFU social media and other communication platforms.
  - c. Represent TFU in diverse public platforms (i.e. conferences, seminars, workshops, etc.)
  - d. Develop briefs, talking points, and reports, and any other marketing materials for the CEO, and senior leadership to use as deemed necessary.
  - e. Ensure strong cooperation across teams to source impact stories, data, visuals, etc.
- 4. Initiating and organizing fundraising events aimed at renewing the existing donor base and expanding the pool of the organization's supporters (15% of time), including the following:**
- a. Organize fundraising events and campaigns targeted to local private sector and society at large in Uganda
  - b. Create and execute Teach For Uganda's Board and Leadership fundraising strategy to attract potential funders from corporate, foundations and individuals with Uganda and North America
  - c. Given the opportunity to travel, reach out to Ugandan diaspora communities and elsewhere in the world, organize meetings with key individuals, corporate leaders, groups and cultivate them towards being involved in and supporting our vision and mission especially individuals' contributions towards TFU

## Required Expertise and Competencies

- A bachelors' degree or higher in marketing, development, international relations or any other related field
- At least 3 years' work experience in private partnership building, donor cultivation, marketing and other related fields.
- Excellent management and organizational skills as well as considerable attention to detail.
- Critical thinking and solid judgment in prioritizing problems and opportunities in order to achieve the most meaningful outcomes.
- Excellent relationship-building skills (listening, negotiating, and interpersonal skills).
- Strong analytical, verbal and written communication skills; can speak and write compellingly about our organization, mission, and goals.
- Ability to travel domestically and internationally.

## How to apply

Please email your resume with 3 professional referees and a one-page cover letter to [jobs@teachforuganda.org](mailto:jobs@teachforuganda.org) and copy [james@teachforuganda.org](mailto:james@teachforuganda.org). Please indicate 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 specifically why you're a perfect fit for the DEPM role. Only short-listed candidates will be contacted.