

TEACHFORNIGERIA

Position: Development & Partnership Officer
Reporting to: Development & Partnerships Coordinator
Location: Lagos, Nigeria
Employment Type: Full-time
Start Date: Immediately

About Teach For Nigeria

Teach For Nigeria (TFN) is focused on developing a movement of leaders across the nation who are committed to ending educational inequity. In the short term through a two-year Fellowship, TFN recruits Nigeria's most outstanding university graduates and young professionals of all academic disciplines to teach as full-time teachers (as Fellows) in high-need schools in poor communities. Through this experience, our Fellows gain exposure to the realities of Nigeria's education system and begin to identify their role in building a wider movement for educational equity. In the long term, TFN supports its alumni - equipped with the experience, conviction, and insight that comes from leading children to fulfill their potential - to be a force for change, working from across sectors to expand educational opportunity.

Position Summary

The Development and Partnerships team is responsible for securing the financial and strategic partnerships for Teach For Nigeria, and building and deepening the relationships with donors and champions who support our vision for impact. Teach For Nigeria is looking for a development and partnership associate who will have the opportunity to develop and lead on key resource creation for engagement and cultivation of potential givers, innovate and support the building of partnerships with key stakeholders. We are looking for someone who thrives in an intense and high pace environment, whilst maintaining careful attention to detail. You will need excellent writing skills. You will need to have knowledge on report and proposal writing. You will be passionate about supporting the process of identifying and engaging donors and partners.

Key Responsibilities

Primary Responsibilities: The Development and Partnerships Officer will directly report to the Development & Partnership Coordinator. The Development and Partnership (D&P) Officer provides critical support to the Development and Partnership Unit in advancing the organization's fundraising, donor engagement, and partnership goals. Working under the supervision of the D&P Coordinator, the Officer will assist with proposal development, partner outreach, donor communications, data management, and administrative tasks.. The Associate will be responsible for:

- Research prospects in alignment with the Development and Partnership strategy and goals.
- Develop assigned grant proposals, concept notes, reports, and funding applications tailored to identified priorities and standards.
- Organize partnership meetings, joint planning sessions, and stakeholder dialogues.
- Design and implement Development & Partnership tools such as the fundraising calendar and donor cultivation tool.
- Managing the planning and execution of fundraising-related events
- Maintain donor relationships and manage reporting obligations to ensure continued support.
- Innovate and propose fundraising strategies (e.g., individual giving, corporate partnerships) to ensure that Teach For Nigeria's yearly fundraising target is met.

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- Monitor projects with designed tools to ensure that they meet donor compliance requirements.
- Collaborate with relevant teams to gather relevant data for donor reports and proposals.
- Managing internal communications between the Development and Partnerships team and other key functional units.

Knowledge, Skills & Abilities

- 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 Nigeria is viewed by external stakeholders and the general public.
- Knowledge of donor institutions and the Nigerian development landscape is an asset.
- Understanding of planning and executing projects.
- Knowledge in managing fundraising databases (Salesforce experience is preferable)
- Good planning skills, as well as immense attention to detail
- Excellent relationship-building skills (listening, negotiating, and reasoning skills)
- Ability to locate, process, and analyze publicly available information and data.
- Ability to draw out strategy and goals from research.
- Excellent 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 good understanding of and strong alignment to Teach For Nigeria'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.

Education and Experience

- Bachelor's degree required
- 2/3 years of professional experience required in a similar role.
- Experience in research and proposal writing.
- Experience collecting, analyzing, and using data to inform strategic and tactical decisions.

Compensation

Salary is competitive in the Nigerian 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

Follow the steps below to complete the form:

- ❖ Click on this link: [Link to Application Form](#)
- ❖ Follow the on-screen instructions to submit your application.

Application Deadline: 4th, July 2025. Only short-listed candidates will be contacted.