TEACHFORNIGERIA

(Incorporated as Teach First Nigeria Foundation)

Position: Development & Partnership Coordinator
Reporting to: Head, Development & Partnership
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 opportunities. Further information can be found on our website www.teachfornigeria.org

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 Coordinator 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. Ensure data is accurate for tracking of the goals progress and inform strategy; conduct research and data analysis on individual donors and prospects to expand TFN base of support.

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 of report and proposal writing. You will be passionate about supporting the process of identifying and engaging donors and partners.

Major Responsibilities

The Development and Partnerships Coordinator will directly report to the Head, of Development and Partnerships. Together, they are responsible for securing the financial and strategic resources necessary to advance Teach For Nigeria's vision of impact.

The Coordinator will be responsible for:

- Leading on prospect research in alignment with the Development Strategy and goals
- Designing and managing Development & Partnership tools such as the fundraising calendar and donor cultivation
- Leading on proposal writing, reports, and grant applications as appropriate
- Managing internal communications between the Development and Partnerships team and other key functional units.

- Supporting the unit to ensure that Teach For Nigeria's yearly fundraising target is met by designing and implementing creative fundraising campaigns
- Managing the planning and execution of fundraising-related events

Development Strategy/Operations

- Maintain fundraising database and files that include accurate donor information (background research, biography, etc.)
- Efficiently track all communications, actions, events, and fundraising commitments for each donor in the portfolio
- Process gifts as well as writing, managing and tracking gift acknowledgements for all individual donors
- Work closely with the rest of the team to manage the calendar of all development activities and to maximize opportunities that span multiple funding streams
- Report on goal and priorities status
- Follow up on collaborations with other teams
- Data tracking and analysis
- Work closely with the Operations Director, Head of D&P to plan and execute a sequence of communications, actions and events for each donor in the portfolio to increase their understanding of and commitment to Teach For Nigeria
- Prepare and support the team to execute actions in line with the strategic and operational plans and also monitor progress against plan
- Lead in cross-team collaboration including the Finance, Media, Program, and MEL units

New Partnership Development and Communications

- Identifying and qualifying prospects and opportunities for partnership
- Assist the team in coordinating logistics for partnership events tailored for individual donors, such school visits, Teach For Nigeria Week
- Oversee the production of our monthly newsletter in collaboration with the Media and communications team
- Create communications for key constituents who impact our development efforts, including fellows, alumnus, current supporters, and prospects in order to inspire action and/or provide updates on our work
- Support the team with drafting, proofreading and editing high-quality written communications
- Compiling data and supplementary materials (financial reports, news articles, statistics on programmatic initiatives, alumni anecdotes, etc.)
- Partnering with national marketing team to adapt templates and other materials as needed
- Drive research of prospects
- Lead on meeting prep with CEO
- Lead on preparing materials/resources
- Follow-up from meetings other teams were in attendance
- Lead on cultivation strategy to move relationships forward, maximizing CEO as a lever
- Lead on Teach For All opportunities and connections
- Building a plan to ensure donor recognition commitments and a process to welcome new donors into the organization (thank you for a letter, funding receipt, etc)
- Build value propositions aligned with the needs of the organization and impact measurement frameworks alongside the program/finance team
- Building and managing systems for the D&P team (e.g Playbook Cultivation and Stewardship trackers)
- Capacity to help activate donor engagement activities - logistics, coordination, etc.
- Lead on data capturing from other departments
- Collect and synthesize relevant statistics, stories, and anecdotes to be used the team in general in tailoring donor pitches and meeting materials.
- Manage Report deadline

Education and Experience

- Bachelor's degree required
- A minimum of 3 years of professional experience is required
- Experience in Proposal writing.
- Experience collecting, analyzing, and using data to inform strategic and tactical decisions.
- Experience working and living in Nigeria or in a country with a similar context to Nigeria.

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 Nigeria 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, and speaking.
- Extremely strong verbal and written communication skills; can speak and write compellingly about our organization, mission, and our goals
- Highly organized with proven time management skills and experience creating efficient systems to juggle multiple projects simultaneously
- Critical thinker who displays good judgment in prioritizing problems to resolve and opportunities to pursue
- Strong written and interpersonal communication skills
- Exceptional personal responsibility for meeting goals and a track record of success
- Ability to operate with purpose, urgency, and accuracy in a fast-paced, deadline-driven environment
- Knowledge of MS Outlook, PowerPoint, Excel, and InDesign are preferred
- 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 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.

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

Please email your resume and a **one-page** cover letter to careers@teachfornigeria.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 Nigeria and in this position. Only short-listed candidates will be contacted.