

Development Manager

Position Summary: The Development team in Teach for the Philippines (TFP) is responsible for inspiring, engaging and leveraging a community of advocates and supporters to invest in TFP's vision of inclusive, relevant and excellent education for all Filipino children. This team primarily ensures that TFP has the financial resources it needs to accomplish its mission through building authentic and long-lasting partnerships with external stakeholders. It also helps identify, jumpstart and maintain synergies and possible areas of collaboration across local and international sectors to maximize TFP's impact. Ultimately, without the team's expertise and efforts, the organization will not have the funds nor the resources to continue its work.

As the driving force behind TFP's development and fundraising efforts, the Development Manager will oversee 1) the establishment of good relationships with prospective champions, partners and funders across multiple sectors, 2) the communication and liaison between the broader public and TFP's internal teams and 3) the delegation and implementation of plans that allow the organization to meet and deliver its commitments to funders, partners and stakeholders.

The Development Manager is also expected to live out the following core values in all aspects of his/her work:

We focus on the Mission

We work as a team to deliver excellent results.

We listen and learn from everyone and everything.

We roll up our sleeves and persevere to get the job done.

We act with integrity, respect, and generosity even in the face of ambiguity.

We build and value strong partnerships.

Why is the job important? The role is critical to TFP's efforts to live out the meritocracy we wish to see. It helps keep our hopes for our country's governance, collective leadership and our vision of education reform within reach. Within TFP, the Development Manager is integral to ensuring that there is alignment between public support that the organization receives and the needs and requirements of its core programs. Without the efforts of a committed Development Manager, it would be challenging to develop and implement a robust fundraising and partnership strategy that is truly and meaningfully responsive to TFP's context and stakeholders.

What position does this job report to? This role reports directly to the Executive Leadership team, specifically the Chief Operations Officer and will be required to work cross-functionally. He/She should also be open to iteration as the role may evolve over time depending on the needs of the organization.

What is the span of control of the role? A Manager in Teach for the Philippines has relative freedom to drive the success of the team. The organization's leadership believes in hiring individuals for specific talents and skill sets; and then with trust and good faith, subsequently allowing those individuals to exercise significant control - so long as they achieve pre-agreed upon goals and maintain the shared objectives of the organization, as well as do work that fits within the parameters of both the organization (Core Values and Employee Handbook) and their functions' specific framework. *The Executive Leadership hopes to grow the Development Manager towards Director of Development & Fundraising.*

What are the main challenges facing this role? The principal challenges - as they typically are with any role - are administration, alignment, and communication. A professional in this role needs to:

- Roll up his/her sleeves to do administrative work, no matter his/her prior work experience. While freedom in a TFP’s culture is indeed liberating and while one has an ability to make and act on decisions, given this very same culture, there is no getting away from having to do a large number of tasks yourself.
- Bridge the different points of views and realities of team members – from those that work in our public school classrooms, to those that work in our headquarters, to those on our Board, and those that have left our program, no matter age, experience, or grievance; all in order to bring them all together to work for our mission.
- Stay up to date with best practices in Development & Fundraising locally and abroad. Innovation and Risk Mitigation is a significant part of this role.
- Be responsible for holding the cross-functional Development Team accountable to deliverables and output.

RESPONSIBILITIES	QUALIFICATIONS
<p><u>Development Responsibilities</u></p> <ul style="list-style-type: none"> ● Work closely with regional Executives and Directors to ensure alignment of funding priorities and strategies ● Leverage key constituents to reach funding goals ● Run and Lead the Cross-functional Development Team <ul style="list-style-type: none"> ○ Co-develops and meets the organization's ambitious fundraising goals. ○ Liases across Public and Private Partnerships ○ Identify, cultivate, and secure funding ○ Create and manage development calendar ○ Develop funder data management system ○ Create presentation materials for funder meetings ○ Set up and/or meet with prospective supporters ○ Oversee and/or write grant proposals and reports ● Drive long-term strategic planning to ensure sustainability of diverse funding base ● Work with senior leadership to ensure deep understanding of programmatic innovations, with an eye to communicating developments to our foundation community ● Develop a broad external network and profile within the philanthropic and corporate communities ● Advice, enhance, and oversee specific development & fundraising related projects determined alongside the Executive and Senior Leadership Teams. <ul style="list-style-type: none"> ○ Collect and analyze data. 	<p><u>Role Requirements</u></p> <ul style="list-style-type: none"> ● Filipino citizenship or an Alien Employment Permit authorizing a foreign national to work in the Philippines. ● Bachelor’s degree required, Masters preferred. ● At least 5 years working experience required. ● At least 3 years management experience required. ● Ability to work autonomously. <p><u>Skill Competencies</u></p> <ul style="list-style-type: none"> ● Fluency in English and Filipino ● Outstanding interpersonal and communication skills ● Excellent written skills ● Sharp public speaking skills and the ability to deliver presentations to a range of audiences ● Excellent organizational and self-management skills. <ul style="list-style-type: none"> ○ Punctuality for meetings and appointments

<ul style="list-style-type: none"> ○ Be an unbiased sounding board when decisions need to be made. ○ Provide thorough and unbiased summaries of meetings or events. ○ Deliver results on deadline with a quality that exceeds expectations. ● Act as a point of contact between the organization's management and employees or other stakeholders: <ul style="list-style-type: none"> ○ Government Relations: liaise as needed with local government officials, city school division superintendents, public schools principals, and any related institution / individual to secure placement (i.e., jobs) and salaries for Teach for the Philippines three core programs . ○ Data and Impact Assessment: Work with the Data & Impact Assessment Director to produce reports and research relevant to external (public and private) stakeholders. ○ Strategy: Together with senior leadership, develop tools and continuously analyze the private and public sector landscape and position the organization towards operational sustainability ○ Program (Admissions/Training and Development/Instructional Coaching): With the Operations Teams, identify operations needs and align these needs with available or possible resources, and align long-term operational goals with the development strategy; and ○ Marketing and Events: Work with the M&E Team to deliver a consistent and strong TFP brand imbued with the Organization's vision, mission and core values through any and all communications with public and private partners as well as internal and community stakeholders. ● Oversee the establishment of agreements with external stakeholders and champions. 	<ul style="list-style-type: none"> ○ Excellent attention to detail - meticulous ● Strong Customer Orientation ● Strong project management skills ● Ability to juggle multiple tasks at once ● Ability to make decisions and operate on them ● Previous experience in sales or marketing is an advantage ● Sound knowledge of the charity/fundraising sector is a plus ● Strong technological skills (including knowledge of Microsoft Office and Google suite of products) is necessary <p><u>Character Competencies</u></p> <ul style="list-style-type: none"> ● Deep commitment and excellent Ambassador of Teach for the Philippines' Core Values ● Professional demeanor. ● Ability to work well with multiple stakeholders – international and local. ● Flexible ● Ability to juggle several tasks at once ● Ability to deliver high-quality and meticulously inspected results on deadline ● Resourceful and able to be proactive/use initiative - A doer, not just a thinker ● Capable of self-directed learning ● Enjoys the process of experimentation and discovery
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	<ul style="list-style-type: none">● Possesses a capable, problem-solving mentality● Proactive and values efficiency● Humble and able to roll up sleeves to get the job done
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Outcomes: Success at Teach for the Philippines requires a willingness to work beyond the job description laid out above. **This means that the Development Manager may be called to other cross-functional projects,** facilitate training workshops, assist with recruitment and interviews of staff and Teacher Fellows, participate in due diligence and audits, create templates in excel / spreadsheets to assist other function teams, among other things.

Working conditions: Regular work hours are from 8:00am to 5:00pm from Mondays to Fridays (will include some Holidays and Saturdays with an option to offset) or as agreed with the Direct Supervisor. Individual adjustments to start and end times are handled on a case-to-case basis with both the Direct Supervisor and HR.

Other Expectations: The Manager is expected to join the Finance Team, GRP Team, Development Team Meetings and monthly All Team meetings at a minimum.