

Development & Fundraising Associate (vApril 2025)

Position Summary: Fundraising at Teach for the Philippines is an all-team effort, wherein the bigger Development & Fundraising (DEV) team is more akin to a committee composed of members from various function teams that consult and collaborate with each other constantly. The DEV team's mandate is to identify, obtain, and sustain multi-year partnerships that will allow the organization to operate from a place of financial security.

To do so, **the DEV team requires an Associate who can help keep projects organized, build strong relationships, and bring ideas to life.** The DEV Associate will assist in identifying and going after funding opportunities, as well as in communicating the value of the organization's programs and projects. They will also need to be able to deliver excellently on the team's commitments to its partners and stakeholders, both within and outside the organization.

Why is this job important? As a nonprofit organization, TFP's ability to operate and achieve its mission depends on consistent and sustainable funding. The DEV Associate role is instrumental to TFP's resource generation efforts, ensuring the organization's sustainability, impact, and ability to drive education reform in the Philippines.

Who does this role report to? This role reports directly to the Chief of Staff who currently leads the initiatives of the Development & Fundraising team. The DEV team itself is directly guided by the Chief Executive Officer.

What is the span of control of the role? An Associate in Teach for the Philippines has the ability to contribute to the conceptualization and execution of our organization's activities. 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 in their job responsibilities – 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 and their function's specific framework.

What are the key challenges faced by this role? The DEV Associate at Teach for the Philippines faces challenges that require resilience, adaptability, and a strong commitment to both the organization's mission and the needs of its partners. These include:

- **Adaptability to shifting funder priorities and uncertain funding sources:** Nonprofit funding can be uncertain, with changes in economic conditions, shifting corporate priorities, or sudden adjustments in funder budgets. This will often require the team to pivot strategy or reprioritize initiatives based on new funding landscapes and needs, which can add pressure to meet the organization's financial goals.
- **Managing multiple priorities simultaneously without compromising output quality or punctuality:** Meeting deadlines for funding proposals, reports, and partner commitments requires the Associate to work efficiently while ensuring accuracy and quality. Balancing quality with speed is essential to

maintain TFP’s credibility, but the constant pace can make it challenging to avoid errors and deliver consistently high standards.

- **Nuanced coordination across multiple / diverse stakeholders:** Success depends on clear, empathetic communication across funders, internal teams, and partners to keep projects aligned and relationships strong.

RESPONSIBILITIES	QUALIFICATIONS
<p><u>Project Delivery</u></p> <ul style="list-style-type: none"> ● Work closely with the Chief of Staff and other DEV team members in delivering funder commitments which include, but are not limited to, funder engagement events, writing project briefers and/or status / completion reports <ul style="list-style-type: none"> ○ Support team event implementation and/or funder engagement activities by helping the Chief of Staff identify and deliver on logistical needs (e.g. arranging for transportation, meals, and/or procuring materials) of the event. This may include leading setups during the event day as well rallying members of other function teams to lend support to the event. ● Coordinate with the Program teams in identifying programmatic needs that may require funding and/or in-kind resources, as well as in tracking the progress of project deliverables committed to partners <ul style="list-style-type: none"> ○ Field inquiries and/or requests from Program Participants on resources needed for their placement community projects, as needed ● Collaborate with the Strategic Communications team and/or project consultants for any press articles or social media features required by funders, as well as any potential fundraising campaigns on TFP’s platforms (website, social media, etc.) ● Coordinate with the Data & Impact Assessment team to consolidate relevant program data needed for funder reports 	<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; preferably in Interdisciplinary Studies or Communications. Any related collegiate / corporate work experience is welcome. ● Excellent writing and presentation skills ● Strong project management skills ● Adaptable and a fast learner <p><u>Competency Requirements</u></p> <ul style="list-style-type: none"> ● Alignment with TFP’s vision, mission, and core values ● Communication: Conveys a clear and concise message that drives people to desired actions ● Customer Orientation: Understands and effectively meets specific customer (stakeholder) needs; develops and maintains productive relationships with individual stakeholders ● Quality Orientation: Pays attention to all details and aspects of the project or process to avoid substandard outputs ● Planning and Execution: Effectively identifies objectives and appropriate plan of action to meet function goals; executes approved plan of action and meets expected outputs/outcomes on time

- Coordinate with the Finance team in the release of funds needed for partner engagement activities and/or other DEV special projects

Fundraising

- Research grants and funding opportunities, as well as awards that may help build the credibility and investment feasibility of the organization. Provide a quarterly report on these opportunities to the Chief of Staff / Executive Team.
- Contribute to writing grant proposals and/or awards application forms
- Monitor the general inquiry email handle for inbound funding or partnership opportunities. Respond to the inbound emails accordingly.
- Set meetings between potential funders and the Chief of Staff / Executive Team; attend exploratory partner meetings as a scribe
- Assist the Chief of Staff in conceptualizing fundraising initiatives beyond grant proposal writing

Knowledge Management

- Regularly maintain and update the following:
 - A database of suppliers, funders, and institutional partners of the organization
 - A tracker of funder engagement event outputs
- Help create, maintain, and improve systems, processes, and/or trackers necessary for the effective delivery of the Development Team's roles and responsibilities to the organization

- **Problem-solving and Decision-making:** Anticipates potential problems based on a given situation and proactively develops contingency plans
- **Interpersonal Effectiveness:** Establishes good interpersonal relationships by helping people feel valued, appreciated, and included in discussions
- **Self-management and Professionalism:** Remains professional in different interactions with multiple stakeholders (internal and external); delivers results timely and under minimal supervision; manages multiple projects effectively
- **Resourcefulness and Flexibility:** Identifies alternative ways to achieve objectives especially when faced with challenges; pivots/adjust plans effectively, when needed
- **Openness to learning and pursuit of excellence:** Gives and receives feedback well; uses feedback to improve his/her work