

## Development and Fundraising Specialist

Teach For Bulgaria (Заедно в час) is looking for a Development and Fundraising Specialist who will support the financial sustainability of the organization by building strong partnerships with existing and new corporate partners, growing our network of individual supporters in Bulgaria and abroad, and securing new funding opportunities from a diverse mix of sources. The new team member must be driven by our shared mission: to work towards a future, in which every child in Bulgaria will have access to quality education and be able to reach their full potential.

We are looking for a candidate who has excellent written and oral communication skills, necessary to maintain and develop strong relationships with partners and supporters. The ideal candidate will be able to navigate multiple priorities, often in a fast-paced environment with both creativity and solid organizational skills. The specialist role requires strong strategic and analytical thinking and socio-emotional competencies necessary for working effectively with diverse stakeholders. Candidates with previous experience in fundraising, sales, and stakeholder relations are highly encouraged to apply. The candidate must possess minimum 4 years of full-time work experience, preferably in business development, fundraising, marketing, sales and/or account management. Fluency in English is required.

Please review the detailed job description below. To apply, please submit your professional CV and cover letter in English to Anjela Deyanska, Head of Development (email: [a.deyanska@zaednovchas.bg](mailto:a.deyanska@zaednovchas.bg)) by March 25, 2020. Please note that we review candidates on a rolling basis, so early applications are highly encouraged!

### Key Priorities

In collaboration with the Head of Development and the two Development Associates, implement an effective strategy to steward and cultivate a diverse mix of Teach For Bulgaria supporters:

- Manage a portfolio of new corporate partners, with an emphasis on securing funding for ongoing TFB program activities for the period 2020-2024
- Identify and secure funding from foundations based in and/or operating in Bulgaria
- Develop new networks of individual givers with the goal of securing and upgrading support for our core mission
- Ensure high standards of communications are upheld with all existing and future partners and supporters, aligned with Teach For Bulgaria's core mission and values
- Contribute to an org-wide fundraising culture focused on sustainable, long-term partnerships

### Personal Profile

#### Constant Learning

- Improves constantly by proactively working on own growth and by seeking and integrating feedback from peers.
- Delivers effective feedback to colleagues and helps them grow.

#### Building Relationships

- Builds positive professional relationships with a range of audiences and in a range of circumstances.

- Effectively communicates messages and ideas to others.

#### **Goal Setting and Effective Execution**

- Develops effective and aligned plans for reaching SMART goals related to Development team annual fundraising goals and long-term projections.
- Monitors progress and adjust course as needed. Executes in an effective and efficient manner.
- Goal oriented, with a balanced view of short-term and long-term priorities.
- Has a developed attention to detail and regularly reflects on outputs, outcomes and lessons to integrate in future tasks.

#### **Entrepreneurship:**

- Action-oriented and believes there is always something he/she can do.
- Not afraid to experiment with new approaches and put the work necessary to achieve results

#### **Analytical Thinking**

- Analyzes data on relevant work streams to derive conclusions on how to improve.
- Grounds decisions in identified trends and problem-solves.

#### **Budget**

- Reports expenses correctly and in a timely manner.
- Makes budget-conscious expenses.

### **What the role offers**

**Competitive salary for the sector, with 20 paid vacation days per year. Use of a work laptop, cell phone and access to work vehicles for work-related needs.**

**Social benefits, including supplementary health insurance.**

**Access to individualized professional development(PD) opportunities and network of PD specialists and resources, including through Teach For All and Bulgarian-based experts.**

**An inviting workspace shared with driven and supportive colleagues in the Collider Center, Sofia Tech Park. Options for flexible working hours available upon discussion with Manager and following initial onboarding period of 3 months.**

**Opportunities to engage with representatives of some of the leading companies in Bulgaria and abroad. Travel is a rewarding part of the role of the Development and Fundraising Specialist, as he/she supports expanding our base of supporters in Bulgarian communities in the UK and the US.**

**The rewarding aspect of contributing towards the mission of the organization, being a part of the Teach For Bulgaria community and working alongside professionals with expertise in the education field.**

[HERE you can find our more about Teach For Bulgaria](#) and our [organizational values](#).