



STRATEGIC PARTNERSHIPS ASSOCIATE

We are currently looking for a Strategic Partnerships Associate to join our team.

This role is critical to ensuring that Teach For Bulgaria (TFB/ “Заедно в час”) is able to fulfill its mission and organizational priority of supporting public schools in Bulgaria. As part of the Strategic Partnerships department, the Associate will be responsible for

- **establishing contacts with school principals**
- **generating interest in and applications for TFB programs**
- **leading on school selection processes for TFB programs.**

The person is expected to collaborate effectively with other functions and contribute to a smooth communication and working process.

We are looking for a candidate with strong interpersonal skills which have enabled him or her to influence others and provoke actions. The ideal person possesses solid entrepreneurial, problem-solving and organizational skills with a proven track record of achieving results. Candidates are expected to have a university degree in Business/Economics, Communication, Public relations or other related field, as well as minimum of 2 years professional experience within the corporate or non-profit industries. Excellent command of English language and a driving license are compulsory. Previous event management and/or sales and marketing experience would be considered as an advantage.

Please review the detailed job description below. **To apply, please submit your professional CV and cover letter to schools@zaednovchas.bg by OCTOBER 26, 2020.** Please note that we review candidates on a rolling basis, so early applications are highly encouraged!

IMPORTANT: In your cover letter, please, answer the following questions:

- Why do you want to work for Teach For Bulgaria? How do the mission and goals of the organisation motivate you?
- How does your previous work experience make you suitable for the role of Strategic Partnership Associate?
- How does working for Teach For Bulgaria relate to your personal professional development goals and what you expect to learn as part of the team?

Key Priorities

1. Develop relationships with school principals and represent TFB programs: *Be proactive in meeting principals and attend events in order to expand TFB's exposure within the school system in Bulgaria.*
2. Generate applications for TFB programs: *Convert principals' general interest in concrete applications for TFB-ran programs.*
3. Lead on selection for participation in TFB programs: *Plan and execute selection for participants in TFB's programs.*

4. Be an active and engaged member of the TFB community: *Live and represent TFB's organizational values, act as a committed and supportive person to both teachers and team members.*

Key Competencies

Vision Setting and Effective Execution

Creates an effective, aligned vision and translates it into a strategic plan. Monitors progress and adjusts course as needed. Executes in an effective and efficient manner.

Critical Analytical Thinking

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

Building Relationships & Influencing Others

Builds positive professional relationships with a range of audiences and in a range of circumstances. Effectively communicates messages and ideas to others.

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.

Organizational Leadership

Demonstrates teamwork when collaborating with the team, supports other functions for the greater benefit of the organization and models our core values.

Budget

Reports expenses correctly and on time. Makes budget-conscious expenses.

Personal characteristics

Effective communication and Presentation skills

Able to look through the "client" perspective and prioritize/adapt messaging. Exceptional communication skills (written/oral) which influence others and lead to actions. Able to present concepts in a simple but appealing manner. Delivers professional and audience related presentations.

Entrepreneurship and Grit

When challenged, works through obstacles purposefully and relentlessly. Has a "do whatever it takes" attitude and maintains a sense of possibility even during tough times. 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. Has a solid record of designing processes which involve working with multiple stakeholders.

Problem solving skills and Creativity

Constant focus on tackling every possible issue that might appear on the way to success. Able to recognize potential pitfalls and prepare alternatives. Possesses an "out-of-the-box"



mindset and suggests creative solutions if necessary. Able to develop different points of view on situations and channel others into them. Evidence of growth, learning and flexibility in previous employment.