



Job Description

Fundraising Executive

Summary

We are looking for a driven, smart and experienced professional to join our fundraising team.. The successful candidate must believe in the core values of Teach A Class Foundation and be driven by the mission, and should also be passionate about making a difference to the lives of teachers. Above all, we are seeking an individual who has a proven experience in a rapid-growth, multi-located business preferably in a service, education or similar sector.

About Us

Teach A Class Foundation is India's first funding platform for teachers. We provide teachers with a platform to harness their enthusiasm and intent to do more by helping them raise funds for innovative tools and classroom resources. We want to ensure that every motivated teacher, irrespective of their location or income level, has access to high-quality digital resources free or at a very low cost.

Key Responsibilities

- ❖ Help identify and cultivate new prospects and steward existing donor relationships.
- ❖ For existing donors, strengthening donor cultivation and stewardship initiatives (includes Corporate employee volunteering) through the year to build a partnership that is meaningful for the donor and for the organization and supports the renewal efforts for the relationship.
- ❖ Portfolio management and managing operations for existing donors in each work stream.
- ❖ Plan, seamlessly execute partner engagement in schools and at various Teach A Class event ; conferences, school visits etc
- ❖ Researching new prospects to determine their capacity to give, care for the cause and any connections with Teach A Class, You will also support the Managers/Director with additional research as and when required. Cultivating the new prospects and continuously deepening their engagement with Teach A Class.
- ❖ Writing grant applications and proposals that contextualize the Teach A Class story to the specific conversation.

- ❖ Using Salesforce as the tool to continuously update all current and new donor conversations, to effectively monitor and track progress to goals through data analysis and Salesforce, to aid fundraising efforts.
- ❖ Creating collaterals, impact reports, and tools to execute and support engagement and outreach across all workstreams.
- ❖ Support the organization to achieve their goals, be the learning and resource partner for in collaboration with the manager.
- ❖ You may also have the opportunity to manage interns working on specific projects under their work stream.
- ❖ As a part of the Development team, you will make several external contacts. These should be appropriately shared with the Communication team who also deal with external stakeholders

Skills & Experience

- ❖ Graduate (in any stream) with 2-3 years of relevant work experience preferably in a role which required writing proposals and reports, i.e consulting, research, legal, etc.
- ❖ Exceptional English language communication skills – both written and verbal.
- ❖ Excellent critical thinking skills and ability to analyse complex data sets from varied sources (both quantitative and qualitative), drawing narratives, and communicating impact story to external partners.
- ❖ Possess an excellent knowledge of Microsoft Office and Google products.
- ❖ Strong interpersonal skills, which enable you to build meaningful relationships with diverse others and invest them, and a focus on collaborating to reach outcomes with teams.
- ❖ Excellent project and time management- Highly organized with the ability to set clear plans and adapt them when required to ensure you meet ambitious project goals within clear timeframes.
- ❖ Belief that every child deserves an excellent education and that every single child has the ability to be successful academically whatever their background. Believes in the cause and is in it for the long haul.
- ❖ High on integrity, accountability and drive. Growth-oriented mindset and a drive to develop self as well as to challenge and improve existing systems and approaches.

Preferred Qualifications, Skills & Competencies.

- ❖ Past experience in fundraising, business development, marketing, or project management.
- ❖ Has worked in the CSR department of a corporate, fundraised for an international NGO or worked in a foundation on the grants side.



- ❖ Solution oriented approach when faced with challenges, and the ability to identify and implement solutions to complex challenges rapidly.
- ❖ High sense of possibility and an anything-it-takes attitude.
- ❖ High attention to detail, with a belief in the importance of 'the little things'.

Job Perks

- ❖ Competitive salary package
- ❖ Fun work environment with like-minded, enthusiastic and dynamic people
- ❖ Global Exposure at events and conferences
- ❖ Strong international network of mentors in your specific area of interest to nurture your talent and guide you
- ❖ Cake on your birthday (and for that matter, on everyone else's birthday)
- ❖ Travel to school and partner locations

Selection Process

Email your resume to kareena@teachaclass.org with "Application: Fundraising Executive" in the subject line, along with a cover letter explaining why you want to work with us and how your unique skills would benefit our efforts. Candidates will go through two rounds of interviews and a performance task.

