

Fundraising & Development Director

TeenSmart International (TSI) is seeking a full time dynamic and passionate professional to join our exceptional and visionary team. TSI is a nonprofit organization making a difference in Central America by offering online health promotion services, youth leadership and personal growth to adolescents ages 10-24.

Submit a resume and cover letter in English to administracion@teensmart.net by July 1st 2021.

ABOUT THE ROLE

TeenSmart International is seeking a full-time, dynamic, and passionate professional to take ownership of a clear, smart, and ambitious fundraising and development strategy. The ideal candidate will know how to build on support from existing donors through meaningful communications and strong relationships that deepen and grow over time, while also engaging and cultivating new prospective donor support.

The Development Director will join TeenSmart's Executive Leadership team and Board of Directors in building momentum for TeenSmart's Lift Campaign to scale the organization's impact. TeenSmart International has served more than 85k youth on its award-winning educational platform and has a 5-year plan to serve 1 million youth across Central America by 2025. You will help make this possible by engaging committed stakeholders throughout Central America and the United States and, over the course of 5 years, you will work with the Board of Directors and other major donors to raise \$2.5M to support this scaling strategy.

This is an exciting opportunity for a new staff leader with an entrepreneurial spirit to develop proven fundraising strategies and new ideas for engaging prospective donors. TeenSmart International has a strong, proven, diversified fundraising strategy, but this position also provides the space and freedom to innovate.

TeenSmart International offers an environment for personal growth with great opportunities to learn, teach and collaborate with others. We are a 100% remote workplace and so applicants from any location in the Americas are welcome to apply; however, we will prioritize applicants living in Central America as the salary range corresponds to local, competitive standards.



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PRIMARY JOB RESPONSIBILITIES:

- Work collaboratively with the Executive Director and the Board of Directors in the preparation, management and evaluation of TeenSmart's Strategic Plan.
- Create, lead, grow and evaluate a fundraising and development strategy to meet TSI's annual goals.
- Identify, cultivate and successfully solicit major gifts and grants from a diverse group of individuals, corporations and foundations.
- Assist and support the Executive Director with a portfolio of top donors and prospects.
- Oversee grant seeking projects with varying deadlines including research, relationship building, proposal writing, reporting requirements and project follow-up.
- Create, maintain, grow, improve and evaluate our fundraising and communications database of active and prospective donors, using the Network for Good donor management software.
- Collaborate with the ED and BOD to track cultivation, stewardship and solicitation of all donors with special attention to major donors.
- Work collaboratively with the Director of Program Delivery and the Evaluation Specialist to prepare and distribute trimester, biannual and annual reports.
- Collaborate with the Communications Specialist in the preparation and maintenance of effective and compelling publicity materials including brochures, videos, banners, letters of presentation, newsletters etc.
- Collaborate with the Communications Specialist to produce content and work with the webmaster to keep the TeenSmart's website attractive and current, with special attention to communicating results and impact and making it easy for donors to donate.
- Create an organizational collaborative culture of fundraising and communications, involving and training the staff and BOD.
- Work as a team member with the Evaluation area including the oversight of indicators of performance, data analysis and presentation of results and impact.
- Serve as a member of TSI's management team and collaborate with other directors to move institutional priorities forward.
- Oversee fundraising database and tracking systems.
- Oversee creation of publications to support fundraising activities.
- Demonstrate professional and ethical conduct at all times.
- Perform other related duties as requested.

QUALIFICATIONS

- Live in Central America
- Understand and support the Teen Smart's mission and values.
- Demonstrated knowledge or interest in Central America and TeenSmart' s program strategies and issue areas.



- Bachelor's Degree or Master's Degree in Marketing, Advertising, Public Relations, Business Administration or related field.
- Fully bilingual in Spanish-English (written and oral)
- Have +3 years of successful experience in fundraising and +3 years in grant proposal development.
- Excellent written and verbal communication skills, with the ability to persuade and move people to action.
- Exceptional interpersonal skills, including teamwork, collaboration.
- Ability to work independently and collaboratively as part of a team to achieve goals.
- Must be a natural networker and independent self-starter with a high level of professional maturity, judgement and confidence.
- Ability to work in a fast-paced environment, and comfortable working through ambiguity to complete projects.
- Must be an excellent researcher with proven talent for creating compelling proposals.
- Proficient in the use of Microsoft Office software; willingness to learn new programs.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Experience in staffing, motivating and supporting board and committee leaders to meet fundraising goals.
- Experience in managing budgets, prospect and donor management fundraising software applications and handling sensitive, confidential material.
- Strong technology skills and ability to apply the same to manage one's own work and contribute to smooth functioning of institutional processes and procedures; this includes use of programs such as Adobe InDesign, and donor management software (e.g. Network For Good) a plus.
- Have reliable broadband internet access.

LOCATION

TeenSmart is a 100% remote workplace and so applicants from any location in the Americas are welcome to apply; however, we will prioritize applicants living in Central America.

HOW TO APPLY

Submit a resume and cover letter in English to administracion@teensmart.net by June 20, 2021. Candidates whose applications do not complete the aforementioned requirements will not be considered.

