

TeenSmart International

Development Coordinator

TeenSmart International (TSI) is seeking a 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.

ABOUT THE ROLE

TSI is seeking a dynamic, and passionate professional to execute and improve a fundraising and development strategy of existing and potential donors to ensure TeenSmart's impact, sustainability and scalability in Central America & México. The Coordinator of Development and Fundraising will report to the Executive Director, and will work collaboratively and inclusively with her, the Board of Directors and staff.

PRIMARY JOB RESPONSIBILITIES:

- Work collaboratively with the Executive Director and the Board of Directors in the preparation, execution and evaluation of TeenSmart's Strategic Plan.
- 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 active and prospective donors.
- Oversee grant seeking projects with varying deadlines including research, relationship building, proposal writing, reporting requirements and project follow-up.
- Improve, 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 Promotions & Marketing Coordinator and the Evaluation Specialist to prepare and distribute trimester, biannual and annual reports.
- Collaborate with the Promotions & Marketing Coordinator & Digital Strategist in the preparation and maintenance of effective and compelling publicity materials including brochures, videos, banners, letters of presentation, newsletters etc.
- Collaborate in the creation of 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

- Understand and support the TeenSmart'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)
- Excellent written and verbal communication skills, with the ability to persuade and move people to action.
- Exceptional interpersonal skills, including teamwork, collaboration, cultural sensitivity.
- Ability to work independently and collaboratively as part of a team to achieve goals.
- Technology oriented and with capacities to manage systems
- Proficient in the use of Microsoft Office software; willingness to learn new programs.
- 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.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
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- Have reliable broadband internet access.

Optional

- Successful experience in fundraising and in grant proposal development
- Knowledge and experience using donor's database management systems such as Network for Good

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 djiron@teensmart.net include the title of the position in the email subject.

Candidates whose applications do not complete the requirements will not be considered.