TeenSmart International Development & Sustainability Coordinator

TeenSmart International (TSI) is seeking a dynamic and passionate professional to join our visionary team. TSI is a nonprofit organization making a lasting impact in Central America by providing online health promotion services, youth leadership development, and personal growth opportunities for adolescents ages 10-24.

ABOUT THE ROLE

TSI is looking for a dedicated professional to strengthen and execute a strategic fundraising and development plan aimed at expanding and sustaining TeenSmart's impact across Latin America. The Development Coordinator will report to the Executive Director and work closely with the Board of Directors, staff, and volunteers to cultivate meaningful relationships with donors, secure funding, and enhance organizational sustainability.

PRIMARY RESPONSIBILITIES

- **Development Strategy & Execution:** Work collaboratively with the Executive Director, Communications Coordinator, and Board of Directors to implement and evaluate TSI's fundraising strategy.

- **Donor Cultivation & Stewardship:** Identify, cultivate, and solicit major gifts and grants from individuals, corporations, and foundations. Manage a portfolio of active and prospective donors in collaboration with the Executive Director.

- **Grant Management:** Oversee all aspects of grant seeking, including research, proposal writing, reporting, and relationship-building with funders.

- **Database & Fundraising Systems:** Maintain and optimize TSI's fundraising and communications database using Network for Good, ensuring accuracy and efficiency.

- **Donor Engagement & Reporting:** Work with the Communications Coordinator and Evaluation Specialist to develop impactful donor reports (trimester, biannual, and annual).

- **Fundraising Communications & Materials:** Collaborate on the creation of compelling promotional materials, including brochures, videos, banners, and newsletters.

- **Website & Digital Fundraising:** Ensure TSI's website effectively communicates impact and provides an accessible platform for donor engagement and giving.

- **Organizational Fundraising Culture:** Foster a culture of fundraising within TSI, engaging and training staff and Board members.

- **Performance Tracking & Impact Assessment:** Collaborate with the Evaluation team to monitor key performance indicators, analyze data, and present findings.

- **Leadership & Collaboration:** Serve as a key member of TSI's management team, contributing to organizational priorities and strategic initiatives.
- **Professionalism & Ethics:** Uphold ethical fundraising practices and demonstrate professionalism in all interactions.
- **Other Duties:** Perform additional responsibilities as assigned.

QUALIFICATIONS

- Passion for TSI's mission and values.
- Understanding of or interest in Central America and TSI's focus areas.
- Bachelor's or master's degree in marketing, Advertising, Public Relations, Business Administration, or a related field.
- Fully bilingual in Spanish and English (written and oral).
- Strong communication skills with the ability to persuade and inspire action.
- Excellent interpersonal skills, including teamwork, collaboration, and cultural sensitivity.
- Ability to work independently and as part of a team in a fast-paced, evolving environment.
- Technology-oriented, with experience managing donor database systems (e.g., Network for Good).
- Proficiency in Microsoft Office and a willingness to learn new software.
- Natural networker with high professional maturity, sound judgment, and confidence.
- Strong research and proposal-writing skills.
- Positive attitude, strong presence, and active listening skills.
- Reliable broadband internet access.
- Proven success in fundraising and grant development.

LOCATION

TeenSmart operates as a 100% remote organization, welcoming applicants from anywhere in the Americas. However, preference will be given to candidates based in Central America.

Join us in empowering young people across Latin America and beyond by applying today! ✉ administracion@teensmart.net