

TeenSmart International Development & Sustainability Officer

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

TeenSmart International is looking for a Development & Sustainability Officer with a clear mandate to identify, cultivate, and secure new family foundations and major donors, particularly those with deep roots in Latin America and a personal commitment to expanding access to life-changing health promotion and risk prevention services for adolescents and young people.

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 from individuals, foundations and international agencies.
Manage a portfolio of prospective donors in collaboration with the Executive Director, with a strong emphasis on **new donor acquisition**.
- **Grant Management:** Identify new grant opportunities aligned with TSI's strategy. Lead or support grant writing, submission, and follow-up processes as needed.
- **Database & Fundraising Systems:** Maintain and optimize TSI's fundraising and communications database using Network for Good, ensuring accuracy and efficiency in new donors and prospective donors.
- **Donor Engagement & Reporting:** Collaborate with the Communications Coordinator and Evaluation Specialist to develop compelling donor reports, impact narratives, and stewardship communications.
- **Fundraising Communications & Materials:** Contribute to the creation of persuasive fundraising materials, proposals, presentations, and donor-facing content.
- **Website & Digital Fundraising:** Collaborate in the constant analysis and improvement of TSI's website as 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.



- **Professionalism & Ethics:** Uphold ethical fundraising practices and demonstrate professionalism in all interactions.
- **Other Duties:** Perform additional responsibilities as assigned.

QUALIFICATIONS

- Strong alignment with TSI's mission and values.
- Demonstrated interest and understanding of Central America and Latin America.
- Master's degree in marketing, Advertising, Public Relations, Business Administration, or related field.
- Fully bilingual in Spanish and English (written and oral).
- Proven success in major donor fundraising and/or foundation development.
- Strong persuasive communication and relationship-building skills.
- Excellent interpersonal skills, cultural sensitivity, and professional maturity.
- Ability to work independently in a remote, fast-paced environment.
- Experience using donor databases and fundraising systems.
- Tech-savvy; proficiency in Microsoft Office and openness to learning new tools.
- Strong research, proposal-writing, and analytical skills.
- Confident, proactive, and results-oriented.
- Reliable broadband internet access.

LOCATION

TeenSmart International operates as a **100% remote organization**, welcoming applicants from across the Americas. Preference will be given to candidates based in **Central America**, with the availability to travel as needed.

Join us in empowering young people across Latin America and beyond by applying today!

To Apply

Please send a **motivation letter** and your **CV** to **administracion@teensmart.net**.



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