

Career Opportunity **City Manager, Karachi**

Reporting to: Chief Executive Officer (CEO)
Location: Karachi
Recruitment Type: Full-time

Teach For Pakistan (TFP) is a national non-profit organization committed to creating a powerful social movement for equity and excellence in education. We enable Pakistan's best young talent to teach for two years in underserved communities, and drive systemic change in education throughout their lives.

Teach For Pakistan envisions the day when every child in Pakistan will participate in an education that nurtures them to become loving, thinking and engaged citizens. To that end, we are aiming to grow our movement over the coming years, and are looking for a team member who will work passionately and rigorously to achieve this goal.

The Role

The City Manager is responsible for supporting Teach For Pakistan's goals for growth and impact by building strong relationships with government, non-profit and corporate partners in Karachi city and the Sindh region. S/he will also be overseeing operations in Karachi and ensure that the culture and values of the city-based team align with the larger organization and the context of the city.

The incumbent will work to establish a strong Karachi program that has the support of a wide array of stakeholders, becomes self-sustaining and contributes to the long-term sustainability of the organization. S/He will be responsible for meeting ambitious goals for partnership development, brand building, fundraising, operational efficiencies, and team culture.

The primary responsibilities of this position include:

i) Government & non-profit partnerships:

- Manage and strengthen the relationship with government, including but not limited to the Sindh education and planning ministries, Chief Minister's office and Karachi Mayor's office.
- Continuously identifying new champions for Teach For Pakistan's mission within the government in support of the organization's strategic and operational goals.
- Grow and maintain relationships with other non-government organizations that can enable Teach For Pakistan to multiply its impact

ii) Fundraising:

- Grow Teach For Pakistan's corporate, individual and government funding portfolio to meet targets, by generating and pursuing new leads and managing existing relationships
- Develop and deliver various type of documents including, but not limited to funding proposals, pitches, concept notes and periodic reports to donors
- Identify and maximize networking opportunities to generate new prospective leads and build a repository of organizations passionate about Teach For Pakistan's mission
- Manage complete donor cultivation and stewardship cycles, including creating touch-points to showcase our work
- Lead the proposal development process from identification to submission of the proposal/concept notes.
- Manage relationships (including day-to-day informal and formal communications and presentations), create systems for managing relationships and reflect on opportunities for improved analytics.
- Maintain ongoing partnerships, including reporting and compliance requirements and tracking strategic priorities on various donor grants / projects

ii) Organizational Development:

- Oversee day-to-day operations of Teach For Pakistan in Karachi, and ensuring administrative support to program activities and personnel
- Ensuring smooth communication between the Karachi and Islamabad offices enforcing existing systems and protocols, setting up new ones when needed, diagnosing potential problems, and building relationships with Islamabad-based staff
- Supporting hiring by interviewing candidates for Karachi-based positions
- Set up systems and routines for team-building in Karachi and aligning culture and values with the larger organization and the context of the city.
- Creating and inputting into budgets for city operations
- Provide strategic input to the CEO and Head of Program to shape the growth of the Karachi program
- Supporting program activities as and when needed

The **Ideal Candidate** will be organized, a strong verbal and written communicator, and is able to work with different teams.

- Bachelor's degree, Masters preferred, preferably in the areas of Business, Management, Marketing and Communications, Humanities, or Social Sciences
- 6-8 years of proven record of working in roles where they have demonstrated exceptional skills in fund-raising, corporate partnerships, relationship building and team management
- Strong ability to navigate complex relationships in a sophisticated way, particularly with government partners, towards meaningful and impactful partnerships in order to advance Teach For Pakistan's mission
- Ability to manage a high-volume workload with strong attention to detail and a high bar for quality
- Strong written and verbal communication skills, especially in English
- Openness for giving and receiving direct and constructive feedback
- Excellent critical thinking skills, ability to problem solve and find and develop opportunities
- Deeply believes in Teach For Pakistan's mission and Theory of Change
- Sensitivity to diversity in backgrounds and beliefs
- Ability to travel domestically and internationally

Salary and benefits will be competitive and commensurate with the candidate's skills, qualifications and experience.

How to apply: Submit your application by filling the form by **February 24th, 2024**. Since we will be hiring on an on-going basis, the applications sent in earlier will have a higher chance of selection.

For the application form: [Click Here](#).

We strongly encourage you to learn more about us at www.iteachforpakistan.org and our social media pages before applying.