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**Career Opportunity**  
**Senior Associate Grants (Development & Partnership)**

**Reporting to:** Grants Lead

**Location:** Islamabad

**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** This role will be responsible for supporting and growing Teach For Pakistan's partnerships to support the organization's goals for growth and impact. The incumbent will work closely with the Grants Lead to manage the existing grants along with contributing to long-term financial sustainability for the organization and garner support for our mission and our work across a wide array of stakeholders.

S/He will be responsible for managing relationships with internal program and operations teams for developing and maintaining up-to-date progress, obtaining information for time-bound external reporting; developing and maintaining a database for prospective donors and future funding opportunities, and building and scaling internal tracking, reporting, and opportunity sourcing processes.

**The primary responsibilities of this position include:**

- Write various types of documents including, but not limited to funding proposals, pitches, concept notes, log frames, and periodic reports for donors.
- Assist in the proposal development process from identification to submission of the proposal/concept notes.
- Develop pitch materials showcasing the organization's work catering to various needs and audiences, including, but not limited to, one-pagers, FAQs, pitch decks, templates, etc
- Conducts high-quality research using both internal and external resources, performing detailed data analysis to develop programmatic and financial models.
- Manage relationships (including day-to-day informal and formal communications and presentations) and create systems for grant administration (including periodic update calls, customized proposals, and reports)
- Identify and maximize networking opportunities to generate new prospective leads and build a repository of funders passionate about Teach For Pakistan's mission
- Identify opportunities for improved analytics through processes and trackers proactively

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

- Bachelor's degree, preferably in the areas of Business.
- Management, Marketing and Communications, Humanities, or Social Sciences
- 2-4 years of work experience, which includes working in roles where they have demonstrated relationship building and management with both internal and external stakeholders
- Strong ability to navigate complex relationships in a sophisticated way, 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
- Good command over office tools including Word, PowerPoint, and spreadsheets.
- 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 out the Application form by **August 04, 2024**.

**Application Form Link:** <https://forms.gle/RnfitDm8EVtT2PmAA>

Since we will be hiring on an ongoing basis, the applications sent in earlier will have a higher chance of selection.

We strongly encourage you to learn more about us at [www.iteachforpakistan.org](http://www.iteachforpakistan.org), and our social media pages before applying.