

Career Opportunity Grants Lead

Reporting to: Chief Executive Officer (CEO)
Location: Islamabad/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

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 CEO to contribute 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 partners through reporting and meetings for sharing updates; developing and maintaining a pipeline of funding opportunities and building and scaling internal tracking, reporting, and opportunity sourcing processes.

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

- Develop a strategy for growing grants portfolio of the organization
- Write various type of documents including, but not limited to funding proposals, pitches, concept notes, log frames and periodic reports to donors
- Identify alignment between needs of funders and elements of Teach For Pakistan's programming and highlight those effectively in written documents
- Lead the proposal development process from identification to submission of the proposal/concept notes.
- Develop pitch materials showcasing organization's work catering to various needs and audiences, including, but not limited to, one-pagers, FAQs, pitch decks, templates, etc
- Manage relationships (including day-to-day informal and formal communications and presentations) and creating systems for grant administration (including periodic update calls, customized proposals and reports)
- Manage ongoing grant agreements, including reporting and compliance requirements
- Identify and maximize networking opportunities to generate new prospective leads and build a repository of funders passionate about Teach For Pakistan's mission
- Maintain relationships with current partners and track their strategic priorities
- 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, Master preferred, preferably in the areas of Business, Management, Marketing and Communications, Humanities, or Social Sciences
- 4-6 years of work experience, which includes working in roles where they have demonstrated exceptional skills in the proposal development process and relationship building and management with donors especially with international donors and foundations
- 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
- 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 **January 03, 2025**. Since we will be hiring on an on-going basis, the applications sent in earlier will have a higher chance of selection.

Application Form Link: <https://forms.gle/tGX1Ln7e8u7ai5mJ8>

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