

**Job Title:** Executive Director, Friends of Teach For India

**Salary:** Commensurate with experience

## Overview

Friends of Teach For India (**FTFI**) is a US-based not-for-profit organization that is bridging the education divide. FTFI's mission is to eliminate educational inequity in India by providing grants to mission-aligned organizations such as Teach For India (TFI). TFI is creating a movement of educational leaders through its Fellowship program, and currently has over 900 Fellows teaching 32,000+ Students, along with 3,400 Alumni - all working to narrow the education gap in India.

FTFI is seeking an Executive Director (ED) to build its operations, including: developing and executing FTFI's strategy, growing the FTFI donor base, collaborating with network partners, marketing FTFI and managing internal operations. The ED will report to the Board, which will provide continuous and ongoing support, as needed. The ED will also work closely with our partner organizations in India, including TFI's Leadership Team and US-based TFI Alumni.

## Key Responsibilities

- **Strategy**
  - Develop overall short-term and long-term goals for FTFI (with Board)
  - Strategize engagement & fundraising from HNIs, foundations and corporates (with Board)
- **Fundraising**
  - Develop and execute a comprehensive giving plan with specific targets
  - Manage relationships with and solicit funding from existing and potential donors
  - Cultivate prospective donors through fundraisers, meetings with TFI Leadership and site visits
  - Deepen relationship ties with existing donors through events and personalized communication
  - Identify and create grant proposals for foundations and corporate donors
  - Create retail fundraising campaigns
- **Marketing, Communications & Outreach**
  - Create and disseminate regular email communication to FTFI's network
  - Manage and enhance FTFI's social media presence
  - Manage website, third-party funding sites and other digital platforms
  - Organize awareness building events such as panels and information sessions
  - Work with partners such as other non-profits and educational institutes to build awareness
  - Engage with TFI Alumni as brand ambassadors
- **Budget Management, Accounting & Internal Operations**
  - Plan and manage the annual budget (along with Board of Directors)
  - Source and manage all vendor relations required for taxes, auditing, software, and insurance
  - Ensure compliance with all IRS and state registrations, certifications and filings
- **Board of Directors**
  - Coordinate monthly in-person or virtual Board meetings
  - Work closely with the Board chair and provide frequent updates
  - Assist Board with cultivating potential Board members

## Required Interests, Skills & Experience

- Passion for education equity in India
- Entrepreneurial mind-set and enjoy working in a start-up environment
- Proven track record of cultivating and soliciting high net-worth individuals (preferably for funding)
- Proficiency in MS Office and database management software such as Bloomerang and/or Salesforce
- Work authorization in the US
- Ability to work non-traditional hours (when required)

To apply, email a cover letter and resume to [careers@friendsofteachforindia.org](mailto:careers@friendsofteachforindia.org)