

Job Title: Senior Director Fundraising, Friends of Teach For India

Location: New York City (or Northeast US)

Salary: Commensurate with experience

Overview

Friends of Teach For India (FTFI) is a US based non-profit with the goal of erasing educational inequity in India. FTFI provides support via grants to educational charities such as Teach for India, to further its mission of educating all children in India, regardless of their circumstances. The **Senior Director Fundraising** will report to the Chair of the Board of Directors of FTFI. She or he will work closely with the FTFI Board to lead the development and implementation of a comprehensive organizational fundraising strategy in the US, including individual major gift donors, virtual or in-person event-based fundraising and institutional giving, and will coordinate with the development team at TFI, and the TFI alumni and volunteers in the United States for advancement of FTFI. This role is entrepreneurial and the Senior Director will help create a larger FTFI board, as well as focus on identifying, converting and upgrading donor relationships to meet the short and long-term goals of FTFI.

Key Responsibilities

- **Develop** a comprehensive individual giving and engagement program to cultivate, solicit and steward high net worth individuals, as well as foundations and corporates, especially at the leadership level.
- **Organize** and mobilize resources and processes needed to build a pipeline of prospective donors.
- **Support** efforts to build the FTFI Board of Directors through strategic introductions.
- **Implement** a stewardship program to cultivate deeper ties with donors, with events such as seminars and advisory board events, and regular personalized communication.
- **Educate** and train board members in donor cultivation and fundraising techniques to cultivate HNI donors.
- **Maximize** FTFI's fundraising opportunities by creating or coordinating marketing messages, virtual and in-person classroom visits at TFI schools, and other outreach events.
- **Engage** TFI alumni and volunteers in US more fully in philanthropy as donors and brand ambassadors.
- **Coordinate** with the Board to plan and manage an annual budget for FTFI.
- **Create** proposals and communication for foundation donors and prospects for a broad range of initiatives.
- **Source** and manage all existing and new vendor relations, not limited to bookkeeping, taxes, auditing, database software, and Directors and Operators Insurance.
- **Compliance:** Remain compliant with all IRS and state registrations, certifications, and annual filings.
- **Coordinate** fundraising efforts through FTFI's website along with all third-party donation websites, including Network For Good and Benevity. Send monthly updates to board members, and current and future donors.
- **Monitor** weekly, monthly, quarterly and annual activity to achieve revenue goals.
- **Plan** and execute monthly in-person or virtual Board meetings; give weekly updates to Board Chair.

Who are we looking for?

A highly motivated individual who is excited about helping build a non-profit and has minimum of three years of full time experience in a leadership role. The candidate should have a clear passion for FTFI's mission, have excellent written and verbal communication skills, and be an organized team player with strong execution abilities. While the candidate does not need to be of Indian origin, knowledge of India and a passion towards education equity in India is essential.

- **Knowledge:** Track record of cultivating, soliciting and stewarding HNIs, with experience in fundraising
- **Competencies:** Comfort working alone or in a small team in an entrepreneurial setting. Proficiency in MS Office and database management software such as Bloomerang and/or Salesforce.
- **Eligibility:** Graduate degree preferred, authorized to work in the US, and an ability to work non-traditional hours while collaborating remotely with Teach for India team (in India).

To apply, email a cover letter, resume, and list of two references to info@friendsofteachforindia.org.