

Job Description: Development and Communications Manager

Work Scope: Full Time, Two Years **Reports To:** Vice President of Development
Location: Beijing or Hong Kong **Start Date:** As soon as possible

Position Summary

Teach For China is excited to announce that we are now recruiting for a full-time Development and Communications Manager, who will report to the VP of Development.

Teach For China's Development team works to fulfill Teach For China's potential as a force for change in China by securing the necessary funding for Teach For China's mission, with an emphasis on resources that will contribute to a long-term sustainable funding model. We do this through marshaling resources, cultivating public and private sector champions and creating opportunities for revenue growth in China, Hong Kong and the United States of America. As a young organization, Teach For China is focused on building a strong foundation of stakeholders who can support the sustainable growth of Teach For China: the expansion and strengthening of programming and the investment in the organizational infrastructure to support impact.

The Development Manager will play a key role in supporting Teach For China's Development team to form strong partnerships with a range of donors and stakeholders. This work will include designing, writing and reviewing grant applications and proposal; managing Teach For China's data on donors; and coordinating and preparing external communications. This position affords a unique opportunity to take on a role with growth potential in a dynamic NGO start-up that is poised to have a tremendous impact on education reform in China.

Teach For China seeks a mission-focused, proactive individual who is at ease in both the Chinese and US contexts, familiar with the challenges of working in rural China, and a flexible problem-solver. Successful candidates must thrive in a fast-paced work environment and demonstrate the ability to be strategic as well as exceptionally organized. The ideal candidate would be deeply dedicated to Teach For China's mission to end education inequality in China and to making a long-term commitment to working with the organization. This role presents the opportunity to learn about all aspects of the Teach For China Development team's work and to build key skill areas critical to working closely work donors and other partners.

Responsibilities

Primary responsibilities include, but are not limited to:

Strategy setting:

- Manager will work with VP to set a clear strategy for the HK portfolio. Manager and VP will set goals that reflect the current status of the portfolio and an execution plan for achieving those goals.

Cultivation, solicitation and stewardship of donors and prospects to build strong relationships, increase renewal and upgrade rates and expand our base of support by:

- Manager will work with the VP to design engagement plans for prospects and donors grounded in an analysis of motivations/barriers to supporting our organization
- Manager will help prioritize the right actions for VP and CEO to take in order to cultivate, solicit, and steward donors and prospects and preparing/supporting to execute
- Manager will plan and manage excellent donor interactions and communications that both steward prospects and continually cultivate current donors.
- Manager will do research to identify new qualified prospects, identify potential upgrades within existing donor base and gather information to determine the best approach to engage prospects and donors.

Maintain outstanding systems operational systems required to track and manage a high volume of donors through the pipeline. This includes but is not limited to:

- Manager will maintain accurate and up-to-date records in Salesforce
- Manager will execute gift processing for portfolio
- Manager will execute all meeting prep and including material preparation and donor research.

Support an outstanding Hong Kong Gala:

- Manager will project manage the execution of the gala
- Manager will produce the logistics of the gala
- Manager will support the VP on committee management

Increase VP Effectiveness:

- Anticipate and manage the preparation of information and/or briefing materials for VP's meetings and events
- Support written correspondence and creating some communications and presentations for cross-team management
- Coordinate other projects at the request of the VP

Qualifications

- Ability to produce high-quality work at a fast pace
- Excellent strategic thinking, research, and analytical skills

- Outstanding attention to detail and strong writing skills
- Ability to multi-task, independently prioritize tasks and work effectively in a fast-paced, dynamic, start-up environment
- Ability to juggle several competing priorities at once with a spirit of flexibility and positive outlook
- Excellent communication and interpersonal skills
- Bachelor's degree required
- Experience working in the Chinese context
- Seeking both native English and native Chinese speakers (All candidates must be able to communicate fluently in both languages)