



Fundraising and Communications Manager at iTeach Schools

Overview

iTeach Schools is a fast-growing network of transformational schools focused on providing a free, foundational, and excellent education to secondary students. Founded in 2015, we now operate eight schools from Grades VIII to X across Pune, in collaboration with Pune Municipal Corporation and one school in Delhi. ([Read about our 5 year Journey here!](#))

Our students hail from Pune's most under-resourced households. The secondary grades are the last laps of intervention for our students, and probably the only real chance we have left to level the playing field between them and their high-income peers.

Currently, in our sixth year, we serve 1600 students and 900 student alumni through a strong team of nearly 170 staff members. In the academic year 2020-2021, we are looking for exceptional sector leaders to be associated with our schools, and eventually expand our school network!

Responsibilities

The Fundraising & Communications Manager has two important goals – first, to ensure a sustainable and steady stream of financial support for iTeach, and second that our partners rank iTeach as the best non-profit to work with at all times. Given that we are barely five years old, we are looking for highly entrepreneurial and self-driven people who will be eager to innovate and create approaches, while combining researched best practices.

Strategy:

- Evolve a three to five year strategy fundraising and communications, including research into the best available sources, keeping in mind diversity and efficiency
- Develop an annual implementation plan for this strategy, including any budget requirements
- Ensure collaboration between this team and others to ensure active participation from all staff

Fundraising and Donor Management:

- Research and develop strategies for long term sustainable funding for iTeach Schools – identify the best possible donor mix, and help diversify the portfolio
- Create relevant and mutually acceptable proposals for new donors
- Design effective processes that can track payment and reporting schedules for all current donors
- Design systems to collect timely and constructive feedback from donors
- Manage corporate volunteering schedules and events for all donors



Donor Reporting:

- Create consistent update reports and present these to donors regularly
- Manage the creation of the Mid-Year and End-of-Year Report for iTeach Schools
- Manage the creation of the monthly newsletter to ensure the community of supporters is involved and updated

Communications & Brand Awareness:

- Manage a strong social media presence for iTeach Schools with consistently growing outreach among target audience
- Manage our website partners to build the iTeach Schools website
- Incorporate data analysis structures to measure the effectiveness of the above-mentioned measures

Experience and Competencies:

- Required: Bachelor's degree with strong performance
- Required: 5 years of work experience over all, with 3 years in relevant functions
- Required: Experience managing a team
- Preferred: Experience in a school system / education organization
- An entrepreneurial mindset – eager to create systems rather than follow them
- Exceptionally strong at operations involving multiple diverse stakeholders
- Excellent written and verbal communication skills
- Ability to learn from existing models and innovate contextually
- Demonstrates an incredibly strong work ethic, willingness to learn and critical reflection