

# + Grants Manager



## + About the Role:

The Grants Manager will be responsible for [Teach For Kosova's](#) (TFK) fundraising initiatives with individuals, corporations, as well as foundations or international organizations. The Manager reports to the Executive Director and will be responsible for writing grant applications as well as grant report updates to TFK's major donors. The grants manager will also oversee TFK's strategy for corporate and individual fundraising.

## + Key Responsibilities:

### 1. Fundraising/Strategy

- a. Help develop a cohesive and comprehensive development strategy that includes multiple sources of streams.
  - i. Diversify the current fundraising base of Teach For Kosova.
  - ii. Contribute to the development and implementation of our overall strategic objectives.
- b. Grant timelines for applications and reporting
  - i. Keep track of all grant timelines, and coordinate with executive director and project manager on grant reporting.
  - ii. Maintain communication with donors on grant renewals.
- c. Develop a comprehensive understanding of our strategic, operational, and programmatic functions to conceive, develop and write innovative funding proposals
- d. Develop and manage Development systems, policies, and procedures ensuring compliance with Kosova laws and regulations

### 2. Relationship Building

- a. Develop and maintain relationships with key stakeholders including: corporate partners, foundation leadership, and strategic partners within the diaspora – forging and nurturing mutually beneficial partnerships and to secure financial and in-kind support
- b. Identify opportunities for strategic partnerships within Teach For Kosova's areas of interest:
  - i. Education, youth, disadvantaged communities, leadership organizations, NGO's representing youth or disadvantaged groups/communities

### 3. Leveraging Senior Management

1. Develop relationships with senior management (Executive Director, Board, other prominent supporters) with an understanding of the capabilities, networks, and work to strategically leverage them to support fundraising and development initiatives.
2. Effective upward management through the preparation of written communications – project briefs, plans, and grant reports and post-grant updates

#### 4. Event management

- a. Supports in the planning and development of Teach For Kosova's external events.

### + Desired Requirements/Qualifications

#### Skills:

- Grants management
- Results and performance orientation
- Networking and Partnership Building
- Event planning and management
- Donor/stakeholder management

### + Experience and Qualifications

- Advanced knowledge of English and Albanian Language both in speaking and writing
- A minimum of three, to five years of grant-writing experience
- Experience working with non-profit or other businesses that rely heavily on donations and fundraising.
- Bachelor's degree required; Master's degree preferred

### + Other

- **Department:** Development
- **Reports to:** Executive Director
- **Job type:** Full-time
- **Location:** Prishtina, Kosova

### + How to apply?

1. **Email Your Application:** Send your resume and cover letter to [info@teachforkosova.org](mailto:info@teachforkosova.org). Please include the job title in the subject line of your email. The deadline for email applications is June 16, 2024.