



Partnership Development Associate

"The people who are crazy enough to think they can change the world, are the ones who do."
- Steve Jobs

Teach For Malaysia is an independent, not-for-profit organisation on a mission to empower our nation through education. We believe that a child's education and future should not be determined by his or her circumstances in life. Thousands of students don't have the chance to realise their potential because of many socioeconomic factors, like how much their parents earn or where they live.

We recruit, train and support our country's rising generation of leaders to teach in high-need schools across the nation, through the Teach For Malaysia Fellowship - a two-year leadership development programme. We've impacted over 110,000 students, working with the Ministry of Education and other partners. Beyond the Fellowship, our growing network of Alumni are lifelong advocates for education and expanding opportunities for students, working as a movement to build an ecosystem of solutions at all levels of society - from the classroom to the boardroom.

We are looking for champions to join our team in this movement of change, who share our vision, mission, and core values; Sense of Possibility, Excellence, Collaboration, and Integrity. All these are an important part of our culture, to ensure long-term, sustainable success, and realise our vision:

One day, all children in Malaysia will have the opportunity to attain an excellent education.

Our collaborative working environment opens up many opportunities for you to expand your network and lead your own learning, alongside other team members, Fellows and Alumni, corporate partners, the Ministry of Education, and other education stakeholders. Teach For Malaysia is also a partner in the Global Education Network, Teach For All.

While our compensation package is fair and competitive, we do not expect this to be your key reason for joining us. After all, we are not just offering you a job; we are looking for a like-minded future leader to grow with us and help us in our mission to end education inequity in Malaysia.

Role: Partnership Development, Associate
Start Date: December 2020
Employment Type: Full time, 1 -Year Contract
Location: Kuala Lumpur, Malaysia

Mission for the role

The Partnership Development team leads the efforts to generate philanthropic revenue and partnerships to realise Teach For Malaysia's 2030's aspirational goals and impact. You will be playing a pivotal role in building a strong funding base support from Individuals for the organisation to impact as many students as possible in Malaysia.

You will be working closely with the Partnership Development Senior Associate, Marketing Senior Associate and Head of Growth to develop partnerships and increase philanthropic revenue from a diverse global portfolio of individual philanthropists, foundations, corporations and individuals. Together, the team will shape the strategy and partnerships to maximize impact, including securing over RM5 million revenue annually.

**Note: Reporting team will be subject to change to Organisational structure in 2021.*

Key Measures of Success

The Partnership Development Associate is crucial in driving the following:

- **Building of Sustainable Funding** - Through meaningful strategic action plans with new and existing Corporations, Foundations, and general public stakeholders, with an emphasis on individuals/ general public
- **Communication, Engagement and Project Management** - Building and maintaining relationships with existing and new partners. There will be a focus in community building using digital platforms (social media/storytelling) to continue to advocate for the mission and vision of Teach For Malaysia.
- **Systems, Data, and Reporting** – Effective articulation of Teach For Malaysia's impact through internal and external stakeholder reporting

Duties and Responsibilities

Responsibilities include but are not limited to the following:

Communication, Partner Engagement- 30%

- Drafting, collaborating on internal and external donor-related communications, such as individual and institutional newsletters, funding proposals, supporting donor related campaigns. You will be working closely with the Marketing team on social media and fundraising/ awareness campaigns.
- Developing targeted donor stewardship touch points with the ability to effectively tailor the voice and style of written communications according to relevant context
- Organising stakeholder engagement events (e.g. school visits, partner luncheon, facility tours, workshops, etc.)

Systems, Data, and Project Management – 40%

- Maintaining up-to-date and accurate data on donors in our online CRM system (Salesforce)
- Developing and executing project plans for cultivation purposes (i.e. assisting with event planning, ensuring grant reports and milestones are on track)
- Creating and managing tracking systems to support the fundraising goals of the portfolio and leveraging them to manage up to the Head of Growth.

- Leveraging data systems to stay abreast of fundraising efforts across the team to proactively identify internal collaboration opportunities, such as ensuring next steps are completed, making strategic suggestions for donor cultivation strategies, knowing progress and path to fundraising goals, and identifying next steps to be handled by the Senior Associate, Marketing team and Head of Growth.
- Working with Teach For Malaysia's Finance team to process pledges, reconciliation and receipting

Research and Strategy - 30%

- Conducting in-depth analysis of new and existing donors to inform strategy for influencing, motivating and inspiring donors to contribute to our work
- Preparing landscape analysis research to build Teach For Malaysia's fundraising pipeline, identifying alignment between our work and donor interests and recommending concrete next steps for the organization to take
- Research informed objectives, angles and donor history

Required Competencies

- Passion for Teach For Malaysia's mission and the education field in Malaysia
- Deeply committed to the values of Teach For Malaysia
- Extraordinary organization and attention to detail
- Solutions-oriented mindset with proactive approach to problem solving
- Strong customer service skills and customer centric-ethic
- Excellent proficiency in written and verbal English, basic BM proficiency required (Excellent proficiency in both languages an added advantage)
- Strong Project management skills
- Highly adaptable and work effectively in an entrepreneurial, fast-paced, deadline-driven, collaborative and dynamic environment.
- Proactive self-starter with the ability to manage multiple streams of work, and independently prioritise tasks with a spirit of flexibility and positive outlook.
- Ability to navigate the ambiguity and constant change associated with a start-up environment.
- Strong data analysis skills and proficient with MS Excel
- Flexible to work in a virtual environment
- Bachelor's Degree in any stream
- (Preferred but not required) Familiarity with Salesforce (CRM tool)
- (Preferred but not required) Experience in developing internal and external communication materials

Application

To apply, please email the following to careers@teachformalaysia.org:

(a) Your latest CV (with 2 referees listed)

(b) Answers to the following questions (not more than 300 words per question)

1. Why does joining Teach For Malaysia excite you?
2. What is your long term career goal? Please elaborate how joining Teach For Malaysia is a step towards achieving that.
3. What are the three most important attributes or skills that you believe you would bring to our organization?