



ORKEESWA DEVELOPMENT MANAGER JOB DESCRIPTION

Orkeeswa is currently hiring for a dynamic, results-oriented Development Manager who will work closely with the Managing Director and Executive Director as we prepare to double our revenue in the next four years.

Location: Remote within the continental USA, preferably within the East Coast time zone; annual travel to Tanzania and USA staff retreat; early morning hours may be necessary to account for calls across various time zones.

Schedule: Full Time, Exempt

Reports to: Managing Director

Expected Start Date: March 1, 2024

ABOUT ORKEESWA

Orkeeswa is a community-based organization in Tanzania compelled by the belief that education is the foundation for youth-driven, community-led development.

In 2008, Orkeeswa opened in an underserved Maasai community in northern Tanzania on land donated by the community elders. Fifteen years on, Orkeeswa offers a multi-pronged approach to education and leadership development in partnership with the community, investing in student-centered, skills-based learning for young people at three critical points:

- Orkeeswa Outreach utilizes trained and motivated Orkeeswa student and alumni leaders to run holistic life skills, sports, extracurricular and academic programs for primary school students in eight local primary schools;
- Orkeeswa School provides high-quality academics, robust co-curricular programs, student wellness services, sports programming, and community-based leadership through a holistic secondary school experience;
- **Orkeeswa Incubator** supports the ongoing impact of alumni and young local leaders through professional development, higher education scholarships, and small grants and mentorship for entrepreneurs.

It is a model that is effective, achieving both a micro- and macro-level of impact, beginning with individual students and expanding outward to the community.

ORKEESWA

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TZ: PO Box 54, Monduli, Arusha Region, Tanzania



Through Orkeeswa's 2027 strategic plan, we are poised to reach approximately 15,000 students in the Monduli District of Tanzania with high-quality, holistic programming through all three programs, and increase our revenue from \$1.5M to \$2.9M.

ORKEESWA CORE VALUES

All Orkeeswa team members, students, alumni, and community members are intrinsically linked by our shared and enduring commitment to our organizational core values:

"I am because we are" is one of Orkeeswa's core values, inspired by Ubuntu Philosophy. But what does that mean? To us, it means that community is both the context and the purpose of our work; both a source of knowledge and a source of inspiration. Love, solidarity, compassion and respect for the dignity of others are essential. We recognize that we are all connected and that the mission of education is to find one's own sense of purpose, which is intrinsically linked to the wellbeing of the collective whole.

"Anything is Possible" is another Orkeeswa core value and is our founding principle. We believe there are no limits to an individual's ability to make a positive impact on their community. We encourage young people to take risks, try new things and to challenge the status quo with grace and critical imagination. We value a growth mindset, a sense of optimism and a tendency to see challenges as opportunities. We believe communities should hold the power to shape their own future, and that young people have the unique ability to bring about forward-thinking change that will resonate for generations. That's why we are committed to building a foundation for youth-driven, community-led development. We are fostering an ecosystem of engaged citizens, young professionals and motivated leaders who are bonded by the belief that anything is possible.

"When you get, give" is Orkeeswa's final core value. A compulsion to serve others is central to who we are and what we do. We value an enduring sense of generosity and responsibility to help others. We cultivate this impulse in our students through the design of our programs, creating ample opportunities for young people to give back to their community. When exposed to a variety of learning opportunities, students emerge with a sense of purpose, motivated by curiosity and eager to leverage their passion to serve others. From arts and sports to robotics and agriculture, our students are carving their own unique paths and creating opportunities for others along the way.

DEVELOPMENT MANAGER POSITION OVERVIEW

Orkeeswa is seeking a dynamic and results-oriented Development Manager who can collaborate closely with the Managing Director and Executive Director to help propel Orkeeswa's fund development efforts forward. The ideal candidate is energized by the opportunity to be part of a fast-paced team and will play a critical role in the growth and sustainability of Orkeeswa by cultivating relationships with key stakeholders to support our mission and goals.

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The Development Manager will be instrumental in securing financial support from all donor types, most specifically within the Class Partnership portfolio, a recurring, monthly giving program that matches supporters with an Orkeeswa class and follows them throughout their Orkeeswa journey. A strong writer with exceptional organizational skills, the Development Manager will nurture donor relationships within their portfolio, and work with our team in Tanzania to provide quarterly robust and meaningful class partnership updates to our supporters.

The Development Manager will be the engine of the fundraising team, and will own our donor management system, Salesforce, ensuring records are current and accurate. This data informs cash flow and financial analysis, so this person must be detail-oriented and have a background working within Salesforce.

Finally, this role will also support the team in grant reporting to ensure our stakeholders are informed and connected to our mission and vision.

This role provides a unique opportunity for a rising leader to learn or refine all aspects of fund development, and is ideal for a self-starter who has meticulous attention to detail, exceptional multicultural communication skills, and is relentlessly curious and adheres to a growth mindset.

RESPONSIBILITIES

Class Partnership Program:

- Manage portfolio of Class Partnership donors and move them through the stages of the donor pipeline, resulting in at least one gift per year.
 - To include renewals, recaptures, increased giving, or Class Partnership funding plus operational giving.
- Oversee all aspects of the Orkeeswa Class Partnership program to include coordinating with the Tanzanian team to create quarterly class updates, donor matching, and effective stewardship.
- Collaborate with the Managing Director and Executive Director on executing a “moves management” strategy for each donor owned by this role in order to move them along to a higher level of giving and engagement.
- Regularly update donor opportunity records in Salesforce to ensure the leadership team has access to the most current information for cash flow projection and budget planning.

Salesforce Administration:

- Manage Salesforce to ensure optimum utilization, including integrations such as Mailchimp, iWave, Apsona.
- Manage the gift processing system including processing gifts/entering information into the Salesforce database, updating and maintaining donor and partner records, producing and/or managing timely acknowledgments for all gifts.
- Work with the Director of Finance and Operations and Managing Director to reconcile revenue on a monthly basis to align all gifts recorded in Salesforce with monthly account registers in

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Quickbooks.

Grant Reporting:

- Project manage the process and execution of high-quality grant reports that are tailored to address the key focus areas and requirements of institutional funders, collaborating with US and Tanzanian team members to generate relevant content, (including financial reports, impact data, qualitative data and narratives, and other supplemental materials).
- Ensure all grant reporting requirements, deadlines and schedules are on track.

QUALIFICATIONS

The most effective candidate for this role will be proactive, resourceful, curious, trustworthy, and accountable. The ideal candidate is tenacious, has a “can-do”/positive attitude, and embodies a growth mindset. For this role, the successful candidate will have these qualities in spades.

Additional qualifications and skills must include:

- 3-5+ years experience and success in fundraising
- High level of proficiency in Salesforce, MS-Office and G-Suite
- Strong project management skills
- Bachelor's Degree required
- Impeccable attention to detail and strong English verbal, writing, editing, and research skills
- Must be able to work in a fast-paced environment with demonstrated ability to handle multiple competing tasks, demands, and deadlines.
- Positive attitude, sense of humor, and ability to work efficiently and effectively with a global team.
- International experience or perspective is a plus, especially related to East Africa, education, women/girls' empowerment, and/or community-based development.

Orkeeswa's team is diverse and located across the globe. Respect for other cultures, norms and contexts is essential, and a belief in our mission is critical for success in any role within our team. We work hard and are fiercely committed to our vision of cultivating thoughtful decision-makers and creative problem-solvers prepared to achieve their own vision for impact. US team members must be humble, willing to learn from their colleagues around the globe, and challenge their own perceptions about international development and social impact work.

The above statements reflect the general duties, responsibilities and competencies considered necessary to successfully fill this role, but should not be considered as a detailed description of all work requirements of the position.

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WHAT YOU'LL GET

This role is a tremendous opportunity to work in a high-growth, mission-driven organization. Our compensation includes both a great culture and a competitive market-based package, including:

- Competitive salary, commensurate with relevant experience
- Unlimited PTO, generous holiday schedule, flexible work hours, and parental leave
- Retirement benefits with up to 5% employer match
- Supportive and inclusive organizational culture, with a strong commitment to your learning and growth, and a commitment to equity and diversity
- Opportunity to work with a talented, passionate, and committed team of professionals in the US and Tanzania
- Ability to make a significant impact and contribute to the growth and development of youth across the region

TO APPLY

If you're excited about this role, please submit your cover letter, CV and salary requirements to careers@orkeeswa.org no later than February 16, 2024.

Orkeeswa is an equal opportunity employer committed to a policy of equitable treatment and opportunity in every aspect of its hiring process without regard to race, color, creed, religion, sexual orientation, partnership status, gender and/or gender identity or expression, marital, parental or familial status, national origin, ethnicity, veteran or military status, age, disability, or any other legally protected basis. Racial and ethnic minorities and women are encouraged to apply. Orkeeswa is not able to sponsor employment visas.

Please note that only shortlisted candidates will be contacted.

Americans with Disabilities Act:

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

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