

Organization: Silverleaf Academy Ltd
Location: Arusha, Tanzania, (Hybrid/Remote options available)
Position: Fundraising and Partnerships Associate
Contract Type: Full Time
Contract Duration: 1 year
Line Associate: CEO
Direct Reports: Development Director

About Silverleaf Academy

Silverleaf Academy is a pioneering network of high-quality, affordable schools in Tanzania dedicated to transforming education for low-income families. We believe that quality education is the foundation for a brighter future, and we are committed to equipping children with the knowledge, skills, and values they need to thrive. As we continue to expand our impact, we seek a dynamic and results-driven Fundraising and Partnerships Associate to lead our fundraising efforts and cultivate strategic partnerships to fuel our mission.

Role Summary

The Fundraising and Partnerships Associate will be responsible for supporting the CEO to execute a comprehensive fundraising strategy that ensures the financial sustainability of Silverleaf Academy. This role requires a proactive leader who can manage relationships and create end-to-end systems and structures to support the CEO in fundraising efforts with donors, philanthropic organizations, corporate sponsors, and development agencies. The ideal candidate will have a proven track record of exemplary time and project management, compelling written and verbal communication, and strategic research skills.

Key Responsibilities

Fundraising Strategy and Execution

- Support the Development Director with a comprehensive fundraising plan that is crafted by the CEO, targeting philanthropic funding from foundations, high-net-worth individuals (HNWIs), impact investors, and corporate donors.
- Implementation of an end-to-end fundraising strategy support system.
- Identification, research, and engagement of new funding opportunities, including grants, sponsorships, and donor networks, to support Silverleaf's growth.
- Drafting compelling grant proposals, fundraising campaigns, and donor engagement strategies to increase financial support.
- Create proposal templates for ongoing and future grant applications.

Conference Support

- Conference research and outreach.

- Conference materials creation.
- CEO conference preparation and post conference follow up.

Donor Engagement and Relationship Management

- Manage donor records and fundraising progress using CRM software.
- Ensuring timely engagement, reporting, and stewardship with all donors based on the donor communication calendar
- Organize fundraising events, donor briefings, and networking activities to enhance Silverleaf's visibility and impact.
- Prepare fundraising reports and updates for board meetings and executive leadership.

Strategic Partnerships Development and Grants

- Identify and establish strategic partnerships with international development agencies, corporate partners, and education-focused foundations.
- Where applicable, represent Silverleaf at relevant conferences, networking events, and donor meetings to increase visibility and advocacy.
- Write the first drafts of all grants that Silverleaf is applying to.

Grant Management and Compliance

- Manage the full grant lifecycle, from research and application to reporting and compliance.
- Coordinate with finance and program teams to track fund utilization and measure impact.
- Develop high-quality impact reports and presentations for donors and stakeholders.

Qualifications and Experience

- Bachelor's or Master's degree in Business Administration, International Development, Nonprofit Management, or a related field.
- Minimum of 1 year of experience through internships or jobs at a nonprofit organization
- Ability to work independently, manage multiple priorities, and meet deadlines in a fast-paced environment.
- Ability to create and manage multi-stream work plans.
- Ability to manage scheduling for a dynamic CEO.
- Ability to create engaging marketing and communication materials.
- Proven ability to drive and meet ambitious KPIs.
- Excellent written and verbal English communication skills
- Preferable Experience in grant writing and proposal development.
- Preferable- Understanding of donor landscapes, including HNWIs, foundations, CSR initiatives, and international development agencies.
- Preferable- Strong negotiation, networking, and relationship management skills.
- Passion for education, social impact, and Silverleaf's mission.

Preferred Qualifications

- Experience working in East Africa or with education-focused organizations.

- Exposure to social entrepreneurship, impact investing, or startup financing.
- Familiarity with fundraising software and CRM systems.
- Fluency in English and Kiswahili is an added advantage.

Why Join Silverleaf Academy?

- Be part of a pioneering team transforming education in Tanzania.
- Opportunity to lead a high-impact fundraising and partnerships strategy.
- Competitive salary and performance-based incentives.
- Flexible work arrangements and a dynamic, mission-driven team.

Compensation and Benefits

- \$1,000 USD stipend per month
- For Tanzanian candidates, access to NHIF and NSSF
- Option to live on-campus for the duration of the contract in a small one-bedroom, shared apartment with access to electricity, a kitchen, and internet in Usa River, Arusha, Tanzania

How to Apply

Interested candidates should submit a CV and a cover letter outlining their experience and motivation for applying to bd@silverleaf.tz.co with the role title and candidate name in the subject title: Application for Fundraising and Partnerships Associate. Applications will be reviewed on a rolling basis.

Additionally, applicants are encouraged to submit:

- Samples of a compelling written communication, including a campaign email and grant application
- A short (1-2 minute) video sharing why they want to join the team and anything else relevant to their application.

Values

An essential part of the Silverleaf model is adherence to the core values of the organisation. These values are ingrained in our approach and extend to staff, students, parents, and partners alike. They are used throughout organisational processes and decision-making to guide what we do. For staff, adherence to these values is mandatory and forms the cornerstone of performance reviews.

1. Lead the Way
2. Build for the Future
3. Ask Why and Why Not
4. Speak, Listen, and Learn
5. Unwavering Mission Focus

At Silverleaf Academy, we value diversity and encourage candidates from all backgrounds to apply. Even if you don't meet every single qualification, we encourage you to submit an application if you believe you can add value to our mission.

Join us in building **the future of education in Africa!**