

Job Title	Partnership Coordinator
Department	Partnership
Location	Remote
Role Description	

Organization Description:

Impactful Education is an early-stage community-based organization committed to establishing educational hubs that foster intellectual growth among future generations to work towards systemic change in education. Our mission is to create transformative ripple effects across communities, engaging youth as leaders and influencing positive change through the power of education. We achieve our mission by working directly with local educational institutions, particularly schools in the rural town of Anyama, Ivory Coast. We accomplish this mission by forming partnerships with local educational institutions in rural communities, creating education hubs that extend learning beyond the traditional classroom.

Position Overview:

Impactful Education is seeking a dynamic and passionate individual to join our partnership team. This is an excellent opportunity to gain exposure to how early-stage nonprofits build partnerships with prospective organizations. The candidate should have a background and/or interest in research, fundraising, partnership mapping, and/or international development.

Roles and Responsibilities include, but are not limited to:

- Helping to draft fundraising initiatives or ideas
- Researching donor prospects and fundraising opportunities
- Drafting and following up with prospect partnership outreach
- Engaging with potential partners
- Working in collaboration with the grant writing team

Requirements:

- College student or graduate
- Ability to work independently and in a team setting
- Capacity to proactively manage a database of research partners
- Experience with Microsoft Office Suite is preferred
- Ability to write coherent and professional emails to partners

To be successful in Impactful Education:

- Have a passion for our mission and a strong desire to impact an early-stage nonprofit
- Be an innovative and creative thinker; do not be afraid to try something new and inspire others to do so
- Maintain a very high level of personal and professional integrity and trustworthiness

- Have a strong work ethic, take initiative, and require minimal direction

Benefits:

- Directly help Impactful Education reach more partners in order to expand its work in Ivory Coast
- Gain insight into our early-stage nonprofit operations
- Opportunity to work from the comfort of your own home
- Apply knowledge and experience to an international nonprofit while gaining exposure to making an impact at an international level

Please note that this is an unpaid position: For any further questions, please reach out to us at info@impactfuleducationprojects.org.