

Title: Alumni Coordinator

Position: 1

Reporting to: Head of Programs

Contract duration: 1 year (renewable)

Duty Station: Head Office, Kampala

About Teach For Uganda

At Teach For Uganda (TFU), we believe that every child in Uganda regardless of their socio-economic background will attain an equitable and quality education in Uganda. We recruit, train and place top university graduates and young professionals in high need primary schools across Uganda to serve as full-time teachers committed to improving the education outcomes of less-privileged children while developing their leadership skills in a 2-year teaching fellowship. We currently operate in 7 districts i.e., Mukono, Bugiri, Namayingo, Buikwe, Mayuge, Namutumba and Kayunga with 150 partner schools, 325 fellows and 58 Alumni.

As a non-profit organization working towards achieving an ambitious goal in a challenging environment, we are looking for an exceptional individual who embodies our core values, is self-driven, honest, a strategic thinker, detail oriented and has a knack for numbers to add to our dynamic staff and help fulfill our mission.

Position Overview

The Alumni Coordinator is responsible for cultivating a movement of Teach For Uganda Alumni (former teaching Fellows) who are dedicated to advancing the cause of educational equity in the long run. He/She will be responsible for the delivery of actions outlined in the Alumni Strategy 2022-2026. The Alumni Coordinator will support the current 58 Alumni and additional graduating Cohorts to catalyze their leadership and long-term impact. H/She will focus on leadership and professional development, facilitating Fellows and Alumni to embark on high impact path ways and empowering their continuous endeavors towards expanding educational opportunities for all children in Uganda.

Roles and Responsibilities

Set alumni vision, goals and strategy (15%)

- Review vision, goals and long-term strategy for alumni impact at school, district and system levels for Alumni engagement with Teach For Uganda
- Implement strategies to encourage and engage alumni to support Teach For Uganda's external communication, advocacy, fundraising, training and leadership activities and recruitment strategies.
- Implement systems to measure alumni impact and use the data and analysis to provide feedback on the design of the Leadership Development Program so that its objectives and outcomes are closely aligned with the vision for alumni impact.
- Co-develop and implement evaluation tools with the MEAL team to measure the success of the alumni communication and engagement strategy.

Implement and deliver actions in the Alumni strategy (30%)

- Provide moral and ethical leadership competencies to Alumni.
- Provide pathway based career growth and development for the Alumni.

- Secure networking opportunities through benchmarking, engagement with government and private sector entities, organizing meet and greet events with potential employers.
- Secure MoUs with government agencies and partners implementing interventions linked to the 3 pathways of education leadership, social entrepreneurship and policy influencing.
- Source for internship and industrial training opportunities within the Ministry of Education and Sports as well as other organisations that provide such opportunities.
- Pilot social entrepreneurship innovations hub for Teach For Uganda that will ensure that Alumni in this pathway implement and scale school-community transformative solutions.

Provide Fellow and Alumni leadership and professional development (15%)

- Develop strategy and plan for career and professional development for fellows and alumni that accelerate their leadership and deepen their understanding of educational inequity and long-term solutions.
- Plan and execute second-year fellow retention plan, including meeting with all second-year fellows to determine their aspirations, matching them with opportunities, and creating innovative ways to provide development through their career search process.
- Identify post fellowship career options and connect alumni to strategic opportunities that enable their long-term impact, including cultivating alumni for full-time staff positions at Teach For Uganda.
- Plan and deliver various workshops, trainings and events, including networking opportunities with external partners, alumni induction ceremony fellow and alumni events, alumni annual conference etc.

Build a strong Alumni community in Uganda (15%)

- Liaise with Alumni Association to increase on annual member subscription and participation in the Alumni events.
- Create and sustain an alumni culture that inspires alumni to mobilize around issues of justice and equity and develop annual and quarterly plans for alumni involvement
- Lead communication and outreach to alumni through social media, email, digital platforms, events and networking opportunities.
- Design physical and virtual spaces to allow for collaboration and community building between alumni in classrooms and those working in other sectors
- Create opportunities for alumni to support organization and mission

Fundraising for Alumni activities(10%)

- Profile and engage potential funders for Alumni activities across the 3 different pathways
- Secure funding and strategic MoUs with Teach For All and other organisations that have interest in Alumni activities
- Liaise with Alumni Association to ensure membership and subscription to raise resources for the Association activities.
- Generate funding concepts and proposals for Alumni projects in any of the 3 pathways.
- Participate in program meetings with existing and potential funders to share insights on Alumni funding gaps.

Cross team collaboration and stakeholder management (15%)

- Identify, develop and manage relationships with external partners that benefit alumni career and professional development and further their commitment to the mission, including graduate schools, school districts, governments, businesses, non-profit organizations, etc.
- Collaborate with other functional teams to ensure aligned approach to fellow and alumni development and engagement prior to, during and beyond their fellowship.
- Support the training & support team to recruit and build partnerships with placement schools.

Qualification and skills

- Bachelor's degree in a relevant field required.
- Postgraduate degree in project management is required.
- Minimum 3 years of professional experience and management
- Experience in leadership/professional development
- Record of success in cultivating and building partnerships in Uganda
- Strong understanding of and passion for the organization's vision/mission
- Extensive knowledge of the educational landscape in Uganda
- Outstanding track record of achievements and ability to operate with urgency and sense of possibility in a fast-paced environment
- Ability to lead a team to execute on a multi-year vision; as the organization scales
- Ability to collect, analyze and use data to define opportunities and challenges and draw conclusions

How to Apply:

Please email your resume with 3 professional referees and a copy of your valid riding license to jobs@teachforuganda.org. Please indicate the position applied for in the subject line of your email by **12th June, 2023**. Only short-listed candidates will be contacted. For more information about Teach For Uganda, visit us at www.teachforuganda.org.