



Title: Alumni Coordinator

Position: 1

Reporting to: Head of Programs

Contract duration: 1 year (renewable)

Duty Station: Head Office, Kampala

About Teach For Uganda

We are an indigenous nonprofit organization that nurtures leaders who advance access to quality education for children in low-income communities in Uganda through a two-year teaching fellowship.

At Teach For Uganda (TFU), we believe that when our children are 25 years old they will have attained the highest level of Education. They will have acquired leadership and entrepreneurial skills that empower them to access and create opportunities, they will persevere in the face of adversity and mobilize communities to solve their own challenges. They will be responsible, honest, empathetic and reliable leaders with a sense of purpose who will inspire the next generation to greatness. We currently operate in 7 districts i.e., Mukono, Bugiri, Namayingo, Buikwe, Mayuge, Namutumba and Kayunga.

Position Overview

The Alumni Coordinator is responsible for cultivating a movement of Teach For Uganda Alumni(former teaching Fellows). The Alumni Coordinator will support our Alumni and additional graduating Cohorts to catalyze their leadership and long-term impact. He/She will focus on leadership and professional development of Alumni to embark on high impact pathways and empowering their continuous endeavors towards becoming leaders with a sense of purpose and drive for change.

Roles and Responsibilities

Set alumni vision, goals and strategy (15%)

- 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.
- Co-develop and implement evaluation tools with the Monitoring Evaluation Accountability and Learning (MEAL) team.

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

- Provide leadership and pathway based career growth and development for the Alumni.
- Secure networking opportunities through benchmarking, engagement with government and private sector entities.
- 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.

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.
- Plan and execute second-year fellow retention plan.
- Identify post fellowship career options and connect alumni to strategic opportunities.
- 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%)

- 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

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.

Cross team collaboration and stakeholder management (15%)

- Identify, develop and manage relationships with external partners.
- 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

- Bachelor's degree in a relevant field required.
- Postgraduate degree in project management is required.
- Minimum 3 years of professional experience and management
- Record of success in cultivating and building partnerships in Uganda
- Extensive knowledge of the educational landscape in Uganda
- Ability to lead a team to execute on a multi-year vision; as the organization scales
- Ability to collect, analyze and use data



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