

TEACHFORUGANDA

Creating a movement of leaders transform the future of education in Uganda

Title: Alumni Officer
Reporting to: Head of Programs
Start date: January 2021
Contract duration: 2 years (renewable)
Application deadline: Open until position is filled
Duty Station: Kampala

About Teach For Uganda

At Teach For Uganda (TFU), we believe that every child in Uganda regardless of their socio-economic background deserves an opportunity of an excellent education. Our mission is to build a movement of diverse and capable leaders who will work to end education inequity in our country. 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 transforming the education outcomes of less-privileged children through significantly improving their achievements and aspirations in a 2-year teaching fellowship.

As a young, 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 Officer 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. The Alumni Officer will support 70 Fellows 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.

Teach For Uganda seeks a visionary and highly strategic individual for this position. The Alumni Officer will be responsible for implementing the Alumni strategy that maximizes alumni impact, and build a community of alumni leaders across diverse sectors. H/she will also ensure that alumni remain connected to Teach For Uganda’s mission and access high impact opportunities that maximize their leadership potential.

Performance objectives

Set alumni vision, goals and strategy (15%)

- Review vision, goals and long-term strategy for alumni impact at school, district and system levels and 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

Block 244, plot 5151 Kyadondo Majidu Musisi Close, Muyenga, P.O.BOX 21372, Kampala.

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- 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 M & E Officer to measure the success of the alumni communication and engagement strategy.

Provide fellow and alumni leadership and professional development (30%)

- 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 (30%)

- 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

Cross team collaboration and stakeholder management (25%)

- 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.

Minimum requirements:

- Excellent vision and strategic thinking and planning ability
- Exceptional communication skills and ability to inspire and galvanize others to take action towards ambitious goals
- Exceptional interpersonal and relationship building skills

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- Proven ability to develop and leverage relationships and partnerships to achieve concrete goals

Preferred Qualification

- Bachelor's or postgraduate degree in a relevant field 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

TFU Competencies (for all TFU Staff): We want you to apply if you:

- Put **Children First** at the center of everything you do.
- Possess a **Sense of Responsibility** and invest above and beyond what's expected of you
- Have the quest to **Continuously Learn**
- Exercise **Humility and Respect** for all
- Are able to exercise **Teamwork**

How to apply:

Please email your resume with 3 professional referees and a one-page cover letter to jobs@teachforuganda.org. not later than 31st December, 2020. Please indicate the position applied for in the subject line of your email. Your cover letter should include why you are interested in Teach For Uganda and in this position. Only short-listed candidates will be contacted. For more information about Teach For Uganda, visit us at www.teachforuganda.org