

ALUMNI ENGAGEMENT MANAGER

Position Summary: The Alumni Program Manager is a key role that supports the Alumni Program Director in achieving the team's goals and further supports our organization's collective goal of ensuring that program Alumni are equipped to successfully lead systemic education reform. The main role of the Alumni Program Manager is to support the development and management of the various projects and activities under Teach for the Philippines' official Alumni Program.

How does the job fit within the organization? In order to achieve our vision, we need Alumni to commit to their role in impacting policies, programs, and research affecting education reform. TFP Alumni's experience from the Fellowship Program and Public School Teacher Pathways put them in a unique position to influence systemic change. A successful Alumni Program Manager ensures the strategic implementation and management of the various projects to support the professional and personal growth of TFP Alumni.

Why is the job important? The organization believes that to affect change in educational quality, we need to have enough Fellows inside the classroom positively impacting students, parents, and communities, as well as enough Alumni working in key roles across the different sectors in the system to focus on reform in curriculum, teacher training, school leadership, and resources. Through the full Alumni Program that begins in the second year of the program, the organization is able to provide the needed support to guide and accelerate the growth of our Alumni.

What position does this job report to? This role reports directly to the Alumni Program Director, but to a certain extent will also be required to work cross-functionally inside and outside the organization. In the absence of a Director, the role will report to the Chief Program Officer.

What is the span of control of the role? Employees in Teach for the Philippines have the ability to contribute to the conceptualization and execution of our organization's activities. The organization's leadership believes in hiring individuals for specific talents and skill sets; and then with trust and good faith, subsequently allowing those individuals to exercise significant control in their job responsibilities -- so long as they achieve pre-agreed upon goals and maintain the shared objectives of the organization, as well as do work that fit within the parameters of both the organization (Core Values and Employee Handbook) and their function's specific framework.

What does success look like for this role?

- % Alumni engagement rate across connectivity and competency development activities
- Long Term engagement and development strategy for Alumni Educators and general program Alumni
- Annual Alumni Homecoming event (except for Foundation Day milestone years)
- Quarterly Alumni Forum Committee alignments
- Biannual Alumni Directory Update cycles
- Monthly Alumni Newsletter releases

What are the main challenges facing this role? The principal challenges are:

- Ensuring efficient use and management of budget, resources, and manpower;
- Organizing and executing simultaneous activities and projects under the Alumni Program;
- Communicating and working with various stakeholders internally (TFP Staff) and externally (Alumni, TFP partners, and champions) towards a common goal; and
- Coordination with external parties like institutional training partners who will provide services to effectively carry out the Alumni Program.

RESPONSIBILITIES	QUALIFICATIONS
<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none"> • Designing and implementing overall engagement and development strategy, programs, and activities for the Alumni network after they complete their two-year commitment; and helping Alumni continue their role in advancing systemic reform and create strategic linkages in the Philippine education landscape. • Liaising between the Alumni Program team and the rest of the function teams under the Executive Office as well as the Alumni Forum Committee. • Providing assistance in managing Alumni queries, and other programs/activities in relation to the Alumni Program strategy. <p><u>Day-to-Day Responsibilities</u></p> <ul style="list-style-type: none"> • Manage formal Alumni Program communications to Alumni network through the Newsletter, as well as with partners for Alumni professional development opportunities. • Set up Alumni linkages and support the team in building a thriving Alumni community • Work with the Marketing and Events Team in executing engagement activities such as the Homecoming. • Work with the Alumni Forum Committee in designing and implementing the Alumni Forum program. • Network and communicate regularly with Alumni to identify areas of interest, level of engagement, general feedback, etc. 	<p><u>Role Requirements:</u></p> <ul style="list-style-type: none"> • Bachelor’s degree required • Minimum 2 years of work experience. • Experience managing projects to reach and exceed ambitious goals required • Prior career counseling, educational management, events management experience are a plus. • Proven ability to work well with a diverse team and diverse cultures. • Proven ability to develop and leverage relationships toward achievement of concrete goals • Experience tracking a budget is required. • Willing to travel and work some weekends. • Commitment to the mission of Teach for the Philippines. • Alignment to the Core Values of Teach for the Philippines. <p><u>Skill Competencies:</u></p> <ul style="list-style-type: none"> • Fluency in English. • Outstanding interpersonal and communication skills –communicating up, down, laterally, and externally. • Excellent attention to detail • Excellent organizational skills. • Strong written skills. • Problem solving experience across a range of domain areas – including strategy, organization and operations. • Ability to manage multiple projects concurrently and independently • Ability to make decisions and operate on them. • Strong technological skills (including knowledge of Microsoft Office and Google Docs) are preferred. • Results-oriented and proactive/able to use initiative • Ability to deliver results on deadline.