

**Title: Manager, Alumni Development**

**Reporting to: CEO**

**Start Date: Immediately**

**Employment Type: Full-time**

**Location: Based in Lagos, Nigeria**

### **About Teach For Nigeria**

Teach For Nigeria (TFN) is focused on developing a movement of leaders across the nation who are committed to ending educational inequity. Through a two-year Fellowship, TFN will recruit the nation's most promising graduates and young professionals of diverse academic disciplines to serve as full-time teachers (Fellows) in underserved schools in poor communities. Through this experience, our Fellows gain exposure to the realities of Nigeria's education system and begin to identify their role in building a wider movement for educational equity.

### **Position Summary**

The Alumni team aims to cultivate a movement of Teach For Nigeria alumni – former teaching Fellows – who are dedicated to advancing the cause of educational equity in the long run. The mission in the Alumni Development team is to help alumni to catalyze their leadership and long-term impact. The Alumni Manager will focus on leadership and professional development, facilitating Fellows and Alumni to embark on high-impact paths and empowering their continuous commitment towards expanding educational opportunities for all children in Nigeria. Teach For Nigeria seeks a visionary and highly strategic individual who will set the vision for alumni leadership, developing strategic partnerships that maximizes alumni impact across diverse sectors.

### **Roles and Responsibilities**

Responsibilities include, but are not limited to:

#### **Setting alumni vision and strategy**

- Develop the vision, goals, and strategy for long-term alumni impact in expanding educational opportunity, rooted in a deep understanding of the root causes of educational inequity in Nigeria
- Partner with Teach For Nigeria's regional leaders to develop and implement regional alumni impact visions and strategies grounded in the educational contexts of the different regions
- Advance and refine vision and strategy through ongoing research and expert consultation
- Design programs and initiatives that align with Teach For Nigeria's prioritised alumni pathways.

#### **Providing Fellow and alumni leadership/professional development**

- 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; oversee delivery of various workshops, trainings, and diverse opportunities in collaboration with other relevant units

- 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 Nigeria
- Oversee execution of high-impact Fellows and alumni events, including but not limited to networking events with organizational partners, alumni induction ceremony, annual alumni conference, annual graduation ceremony etc.

### **Building external partnerships**

- Identify, cultivate and inspire external stakeholders across diverse sectors to contribute to alumni impact efforts
- Build and maintain partnerships that benefit Fellow and alumni career and professional development, including but not limited to graduate schools, education organizations, governmental entities, non-profit organizations, businesses etc

### **Building strong alumni community in Nigeria**

- Build an active community of alumni inspired by and dedicated to Teach For Nigeria's mission by planning, implementing, and maintaining programs that maximize alumni engagement and foster strong relationships between alumni and Teach For Nigeria
- Build relationships with Alumni across Nigeria through interviews, organizing Alumni events and connecting Alumni for larger collective impact
- Maintain a robust database to track Alumni
- Create opportunities for Alumni to contribute towards TFN's organizational goals.

### **Managing team execution and collaboration**

- Lead an effective and result-driven Alumni Impact strategy
- Build and utilize data systems to track alumni progress toward career goals, while monitoring levels of engagement with Teach For Nigeria, and make data-informed decisions regarding strategic priorities
- Collaborate with other teams, to ensure an aligned approach to Fellow and alumni development and engagement prior to, during, and beyond their fellowship
- Foster a team and organizational culture focused on leadership and long-term impact

### **Education and Experience**

- Bachelor's degree required, an advanced degree preferred
- Minimum 5 years of professional experience
- Record of success in cultivating and building partnerships in Nigeria
- Experience in career development, youth development and/or social development sector preferred

### **Skills and Competencies**

- Strategy development and formulation
- Program and project management
- Ability to build external relationships to support event development and develop partnerships
- Deep knowledge of and engagement in the key issues of education reform

- Excellent organizational skills
- Excellent writing and other communication skills
- Deep commitment to Teach For Nigeria's mission and core values
- Self-starter with initiative, confidence, drive, and flexibility to deal with unexpected situations or last-minute changes in a dynamic team
- Great at connecting and building deep relationships, even with people who are quite different from you
- Reflective and proactively working to grow and improve