Position: Manager, Alumni Engagement
Location: Based in Dhaka
Reporting to: Director, Leadership Development & Alumni Engagement
Employment Type: Full-time, paid
Start Date: Immediately
App Deadline: Rolling

About Teach For Bangladesh
Teach For Bangladesh (TFB) believes that every child in Bangladesh – regardless of socio-economic circumstance – deserves the opportunity for an excellent education. Our mission is to launch a movement of capable, committed, and compassionate leaders who share vision of an equitable Bangladesh and are working tirelessly inside and outside the nation’s classrooms to expand educational opportunity for all children.

Our flagship Fellowship program enlists highly talented graduates to spend two years teaching full-time in low-income schools. During that time, we train and support Fellows as they expand the academic achievement, access and aspirations of their students. The program also prepares Fellows to become lifelong leaders who will spearhead systemic change across a diverse array of sectors in Bangladesh.

In 2018, the program will consist of 90-100 Fellows, teaching in 30-35 under-resourced schools in Dhaka city, directly impacting over 6000 disadvantaged students. In addition, we will have 55 alumni who have completed the Fellowship and are continuing to drive impact from beyond the classroom.

Learn more about us at: www.teachforbangladesh.org
Watch a video about working at Teach For Bangladesh: http://goo.gl/ChjE6d
Learn more about the global network Teach For All at: www.teachforall.org

Position Background and Summary
Once they have successfully completed our two-year Fellowship program and all of its requirements, Teach For Bangladesh Fellows become Alumni. Alumni and their ongoing impact on educational inequity form a core element of our program model and Theory of Change. We expect our Alumni to spearhead systemic change within the education sector and across other industries, addressing not only the effects of educational inequity, but also its root causes. As leaders, our Alumni will leverage

- Their first-hand experience in classrooms and communities
- Knowledge and skills they developed through the Fellowship
- The community and network they have built amongst themselves
- Their collective commitment to a singular vision of equitable opportunity for all children

Ultimately, it is through the collective impact of our Alumni Movement that we intend to reshape the public, private, and development sectors, national discourse and every part of the education system such that every single child born in Bangladesh can expect a high-quality education and equal opportunity to shape their futures.

The Alumni Engagement Manager (AEM) will play a key role in helping us achieve our vision for Alumni impact. S/he will work within the Leadership Development and Alumni Engagement team to ensure that the Alumni vision is embedded in Fellow support from Day 1, and that the transition from Fellow to Alumnus is well integrated. The AEM will work particularly closely with coaches supporting second-year Fellows to design and execute sessions preparing Alumni for post-Fellowship careers, especially along our Prioritized Alumni Pathways (fields that Teach For

It takes leaders to build leaders.
Bangladesh identifies as instrumental to achieving educational equity. The AEM will play a pivotal role in engaging current Alumni. In addition to maintaining up-to-date records of their relevant information, s/he will be responsible for building a uniquely strong community among Alumni, keeping them rooted in TFB’s mission, vision and values, and in their commitment to one another. The AEM will also liaise with the Partnership Development/Public Affairs teams to continue to build out our Prioritized Pathways and the associated resources and opportunities.

This exciting role is ideal for a self-driven candidate with a passion for coaching and people development with 4-6 years of professional experience, especially in project design and management.

**Major Responsibilities**

**Outreach and Community Building**
- Ensure that the growing number of TFB Alumni feel a deep sense of connection to one another, to current Fellows, to TFB, and to a shared vision of educational equity
- Develop relevant and timely communication to engage Alumni, including newsletters, job blasts, social media engagement, etc.
- Create and curate physical and virtual spaces for Alumni to connect and collaborate
- Maintain updated data and records on Alumni, and use this data to continuously improve the effectiveness of our outreach

**Alumni Impact in Education**
- Accelerate the impact of our Alumni in education (especially those who are pursuing career pathways that we have identified as high priority) by developing technical resources, training opportunities, mentorship schemes, networking opportunities, etc.
- Collaborate with the Partnership Development and/or Public Affairs teams as needed to build strategic relationships with external institutions to enhance our Alumni impact
- Work closely with the Leadership Development and Fellowship Recruitment teams to ensure that the vision for Alumni impact is reflected in messaging and content design from recruitment through the various stages of the Fellowship program

**Career Support**
- Stay current with local and international job market, professional development, and post-graduate educational opportunities aligned with the long-term vision of the organization, and prepare Fellows and support Alumni for those opportunities
- Collaborate with Leadership Development coaches to design and facilitate training for second-year Fellows on career-preparedness, resumes and cover letters, interview and presentation skills, application essays and grant proposals etc.
- Provide individual career counseling, support, and feedback to Fellows in identifying transferrable skills and translating their classroom leadership experience for future employers

**Minimum Qualifications**
- Bachelor’s degree from reputable Bangladeshi or foreign university.
- Exceptional written and oral communication skills.
- Language proficiency in both English and Bangla.
- 4 years of relevant work experience.

**The ideal candidate will have**
- Desire and ability to effectively operate independently and as part of a team in a high-intensity, fast-paced environment, with a results-oriented culture.

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- Deep understanding of, and strong alignment to Teach For Bangladesh’s mission, vision and core values (see https://www.teachforbangladesh.org/about#core-values)
- Strong belief that every child can learn and achieve high results.
- Proven organizational and time management skills, experience creating efficient systems to juggle multiple projects simultaneously.
- Track record of taking an uncommon level of personal responsibility in achieving professional goals.
- Proven ability to build and sustain strong relationships with a diverse range of individuals, and demonstrated sensitivity to racial, cultural, gender and ideological diversity.
- Ability to engagingly present to small and large groups.
- Strong reasoning and strategic thinking skills.
- Experience working with marginalized and underprivileged communities.
- Ability to travel within Dhaka frequently and flexibility to work evenings and occasional weekends.

**Compensation**
Salary is competitive in the Bangladeshi context and depends on prior experience. Benefits include festival bonus, medical insurance, a generous leave policy, and possible opportunities for travel. Additionally, there is ample opportunity for professional development and mobility within the organization, as well as access to professional development through the global network Teach For All.

**How to Apply**
Please email your resume and a one-page cover letter to careers@teachforbangladesh.org. Please indicate the position applied for in the subject line. Your cover letter should be no longer than one page and should answer the following questions:
- Why are you interested in Teach For Bangladesh?
- What compelled you to consider this specific position?
- What strengths/experience would you bring to this position?

Please note, only short-listed candidates will be contacted.