



## Alumni Impact (Fellowship Team)

### Associate/ Senior Associate

“The people who are crazy enough to think they can change the world, are the ones who do.”  
- Steve Jobs

Teach For Malaysia is an independent, not-for-profit organisation on a mission to empower our nation through education. We believe that a child's education and future should not be determined by his or her circumstances in life. Thousands of students don't have the chance to realise their potential because of many socioeconomic factors, like how much their parents earn or where they were born/live.

We recruit, train and support our country's rising generation of leaders to teach in high-need schools across the nation, through our 2030 strategy consisting of 2 flagship programmes which is the Teach For Malaysia Fellowship and Program Duta Guru - our two-year leadership development programmes focused on growing leaders across the education system. We've impacted over 150,000 students and worked with the Ministry of Education and other corporate and social sector partners to collectively bring transformation to the education system. Beyond the Fellowship and Program Duta Guru, our growing network of Alumni, education champions and supporters are lifelong advocates for education and expanding opportunities for students, working as a movement to build an ecosystem of solutions at all levels of society - from the classroom to the boardroom.

As we celebrate TFM's 10-years of existence and impact, we are looking for champions to join our team in this movement of change - people who share our vision, mission, and core values (Sense of Possibility, Excellence, Collaboration, and Integrity) - so that we are able to collectively work towards expanding our impact. Alignment to our vision, mission and values are integral to TFM's culture, to ensure long-term, sustainable success and to realise our mission to:

**Build a movement of leaders in the education ecosystem to empower all children in Malaysia to realise their potential through quality education**

Our collaborative working environment opens up many opportunities for you to expand your network and lead your own learning, alongside other team members, Fellows and Alumni, corporate partners, the Ministry of Education, and other education stakeholders. Teach For Malaysia is also a partner in the Global Education Network, Teach For All.

While our compensation package is fair and competitive, we do not expect this to be your key reason for joining us. After all, we are not just offering you a job; we are looking for a like-minded future leader to grow with us and help us achieve our mission.

**Role:** Alumni Impact, Senior Associate  
**Start Date:** Immediate  
**Employment Type:** Full time, 1-Year Contract (Renewable)  
**Location:** Kuala Lumpur, Malaysia

### **OBJECTIVE OF THE ROLE**

The Alumni Impact Senior Associate will support a thriving 400+ and growing community of Alumni to continue and amplify their impact in the mission after the Fellowship through overseeing strategic partnerships, insights, and development of the Alumni Community. The Alumni Impact Senior Associate will also work with the Community Mobilisation team that aims to mobilise leaders into the movement of education inequity.

### **DUTIES AND RESPONSIBILITIES**

Responsibilities include but are not limited to the following:

#### **Strategy and execution**

- Support Alumni Impact Manager in executing goals of Fellowship and other teams such as Training and Support, Partnership Development, Talent Acquisition and Community Mobilisation, in relation to Alumni Impact.

#### **Development of Alumni**

- Coordinate with the Alumni Board (elected Alumni representatives of the Alumni Community) to support the portfolios.
- Support career preparation of TFM Alumni and Year 2 Fellows by overseeing career support. This involves working in collaboration with various teams including Training & Support.
- Coordinate with the Training & Support team to ensure that Fellows' have a strong understanding of their role as incoming TFM Alumni through engagement events.
- Coordinate and disseminate strategic development opportunities and sessions for Alumni to upskill themselves as educators and leaders in the social sector.

#### **Growing Insights of Alumni Community**

- Lead the administration of the annual Alumni Survey to ensure quality survey questions, participation and results analysis.
- Ensures Alumni databases and insights are effectively maintained, communicated and used to drive all areas of work. eg: Using insights of Alumni interest to identify potential collaboration with external opportunities or support recruitment campaigns.

#### **Project Management**

- Plan and execute key projects and events with the objective of increasing Alumni Development and/or Impact. Key projects include, and are not limited to:
  - Opportunities to recognise and celebrate teaching excellence among Teaching Alumni and the wider teaching community.
  - Focus groups and Alumni Professional Development sessions.
- Oversee the spectrum of career support for Year 2 Fellows and Alumni with Training & Support team, including career consultations, resume review, supporting Fellow applications.
- Manage a small team comprising multiple internal and external stakeholders as well as different priorities.

#### **Communications and Community Engagement**

- Manage communication with Fellows, Alumni and external stakeholders. This includes overseeing the monthly newsletter to Alumni and Legends (former staff).

- Support Alumni Impact Manager on communication to the larger Alumni Community.
- Supports Alumni-related sessions within the Fellowship programme.
- Represent Alumni Impact team in key external and internal managerial meetings pertaining to Alumni.

### **KEY MEASURES OF SUCCESS**

- Effective stakeholder engagement and community building for TFM's strategic and operational purposes, evident through establishment of strong collaborative relationships with mutually beneficial goals with stakeholders including but not limited to Alumni, the Alumni Board, Fellows, and strategic partners.
- Achievement of objectives of key Alumni projects, as listed in Duties and Responsibilities.

### **REQUIRED COMPETENCIES**

- Aligned to TFM Core Values: Sense of Possibility, Excellence, Collaboration & Integrity
- Passion for TFM's mission, the education field, and developing people's potential
- Proactive self-starter with the ability to manage multiple streams of work, and independently prioritise tasks
- Strong desire to learn new things and grow professionally

### **Role-Specific Competencies**

- *Strong stakeholder engagement, management skills & high emotional intelligence - Ability to develop strong relationships and partnerships with diverse individuals to increase productivity and/or handle conflicts*
- *Strategic thinking - Ability to set long-term strategy and vision for all areas of work*
- *Strong drive towards achieving ambitious goals*
- *Excellent organisational skills and attention to detail*
- *Ability to work cross-functionally with other teams to achieve collective goals. Strong empathy and clarity of thought*
- *Excellent reasoning, problem-solving and process-based thinking skills*
- *Excellent proficiency in written and verbal English, good BM proficiency required.*
- *Basic budget management skills*
- *Proficiency in Google Office, Canva*

### **Years of experience & qualification**

- *Experience in community building or Alumni engagement is highly encouraged*
- *Bachelor's Degree in any field relevant to the scope of work*
- *Fresh Graduates with strong community engagement are welcomed to apply*

### **Leadership Experience & Team Adaptability**

- Ability to be adaptable in an entrepreneurial, fast-paced, and dynamic environment
- Strong interpersonal skills and ability to work collaboratively with all levels of employees and stakeholders
- Able to think strategically, critically, innovatively, and in a resourceful manner
- Able to build and maintain good relationships with internal and external stakeholders

### **Language & Technical Proficiency**

- Strong written and verbal skills and excellent proficiency in English and basic proficiency in Bahasa Malaysia
- Excellent proficiency in MS Word, Powerpoint and Excel
- Willing and able to readily adopt and utilise any TFM database or technological platform / application (i.e. Google Suites, Confluence, Salesforce, Zoom etc.)

## APPLICATION

Please scan the following QR code or click on [this link](#) to submit your application through the application form.



*Due to the volume of applications we receive, we apologise that we will not be able to respond to all applicants - only shortlisted candidates will be contacted.*