JOB DESCRIPTION
Director of Alumni Education

Department: Education	**Travel:** 15-20%
Location: Tyson's Corner, VA/Hybrid	**Reports To:** VP of Education
FLSA Status: Exempt	**Version Date:** November 2026

About Passages

Passages brings a new generation of Christian leaders to Israel to deepen their faith, forge lasting bonds with the Jewish people and return home equipped to strengthen America. Since 2016 we have taken nearly 12,000 young leaders on transformative trips to Israel.

The Opportunity

The Education Department serves as the primary program source and guardian, increasing understanding and support of Passages educational themes among participants, staff, alumni, and friends of Passages. The Director of Alumni Education reports to the Vice President of Education and oversees educational programming for alumni and young professionals including online courses, webinars, and an annual fellowship.

Job Duties and Responsibilities

- Refine and execute a strategy for alumni education in collaboration with the VP of Education
- Edit and publish a bi-weekly educational newsletter
- Manage Passages' Capstone submission and review process
- Develop and manage summer webinar series in collaboration with the VP of Education
- Develop and manage a 16-week hybrid fellowship in collaboration with the VP of Education
- Develop a library of asynchronous, online elective courses using existing content and educational resources
- Collaborate with Communications and Alumni Engagement teams to promote and recruit for alumni education offerings
- Collaborate with the Alumni Engagement team to develop and maintain a speaker's bureau for educational events serving alumni
- Assist the VP of Education in efforts to cultivate educational partnerships with like-minded organizations
- Track data and report outcomes for all projects

- Manage project budgets as assigned

Qualifications and Skills

- Bachelor's degree in relevant field required
- Master's degree in a relevant field preferred
- Experience managing educational or young professional development programs
- Expertise in one or more themes that comprise the core Passages curriculum (biblical history, the U.S.-Israel relationship, the Israeli-Palestinian conflict, Jewish-Christian relations, Christian Zionism, and the renewal of Judeo-Christian values in America).
- Close alignment with Passages' Mission Statement and Statement of Beliefs
- Excellent verbal and written communication skills via phone, video, and email
- Excellent project manager
- Team player with strong interpersonal and collaborative skills
- Self-starter motivated by key performance goals and deadlines
- Ability to prioritize, multi-task and adapt to shifting priorities in fast-paced, deadline-oriented environment
- Strong analytical and problem-solving skills
- Attention to detail
- Proficient in Mac OS and Microsoft Office Suite
- Proficient or able to gain proficiency in additional software including Claude, survey designers, and Canvas

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This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Passages reserves the right to change this job description and/or assign tasks for the employee to perform, as deemed appropriate.

Equal Opportunity

Passages provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, citizenship, or sex (including pregnancy, childbirth, and pregnancy-related conditions), age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances, except as effected by religious standards. [1] *Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. Passages expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above to the extent consistent with its Sexual Ethics Policy. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated. Passages will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon Passages' business operations.*

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR manager. The company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the HR manager. Retaliation means adverse employment action taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

[1] *Passages does not discriminate against male or female applicants and employees. However, Passages does not employ candidates who do not comply with its Sexual Ethics Policy, pursuant to statutory exemptions found in 42 U.S.C. § 2000e-1(a) and 2, the Religious Freedom Restoration Act of 1993, Texas Labor Code Ann. § 21.109, and Constitutional protections for religious organizations.*