

FELLOWSHIP PROGRAM DIRECTOR

TERMS OF REFERENCE

Position Summary: The **Fellowship Program Director** is a critical leadership role at Teach for the Philippines (TFP) that combines strategic program leadership with people management. They provide strategic direction and overall stewardship of the Fellowship Program while leading and developing the team that delivers it, ensuring the program advances the organization's mission, strategic priorities and long-term impact. As a member of the Senior Leadership Team (SLT), they contribute to organizational strategy, strengthen cross-functional collaboration and help cultivate a high performing, values-driven culture.

The Fellowship Program Director oversees the Fellowship Program from design and implementation through continuous improvement and evaluation, ensuring excellence across the entire Fellowship lifecycle. They lead the Fellowship Program Team by setting priorities, developing people, managing resources, overseeing performance and proactively addressing operational and people-related risks. Working closely with the Chief Program Officer (CPO), other Program Directors, and the Data and Impact Assessment (DIA) Team, they use evidence, learning, and collaboration to continuously strengthen the Fellowship Program and align its implementation with the organization's strategic priorities.

The role is best suited to a values-aligned, people-centered leader who thrives at developing others while delivering high-quality programs. They are comfortable balancing strategic thinking with operational execution, building trusted relationships with diverse stakeholders and leading teams through complexity and change. **Above all, they inspire trust, foster accountability, and strengthen both the Fellowship Program and the people who deliver it.**

Ultimately, success in this role is measured by building an exceptional Fellowship Program and an exceptional team, ensuring both continue to grow in quality, effectiveness and impact in service of Teach for the Philippines' mission.

How does the job fit within the organization? The Fellowship Program Director leads the Fellowship Program Team (FPT) and oversees the strategic direction, implementation and continuous improvement of Teach for the Philippines' flagship Fellowship Program. By developing people, strengthening program quality, and fostering cross-functional alignment, they ensure the Fellowship contributes to two strategic outcomes: **(1) delivering high-quality student and community impact in placement sites, and (2) developing program Alumni who will lead systemic education reform.**

Why is this job important? The Fellowship Program is Teach for the Philippines' flagship leadership development program and one of the organization's primary vehicles for achieving its mission. The Fellowship Program Director plays a critical role in ensuring its long term quality, effectiveness and sustainability by providing strategic leadership across the entire Fellowship lifecycle, from recruitment and selection to leadership development, coaching, performance management and alumni formation. By strengthening both the Fellowship Program and the people who deliver it, the Director ensures that Fellows are equipped to create meaningful impact in classrooms and local education systems today while developing into lifelong leaders committed to transforming the Philippine public education system.

What position does this job report to? This role reports to the Chief Program Officer (CPO).

What does success look like in this role?

- Achieve the Fellowship Program's annual recruitment, retention, and completion targets.
- Design, implement, and continuously strengthen a high quality Fellowship experience, including the successful planning and execution of recruitment, selection, onboarding, Summer Institute, in service training, coaching, and alumni engagement.
- Build and lead a high performing Fellowship Program Team that demonstrates strong execution, sound judgment, collaboration, accountability, and continuous growth.

TEACH FOR THE PHILIPPINES, INC.

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- Ensure Fellows are well supported to deliver meaningful impact in classrooms and communities while growing as future education leaders.
- Continuously improve the Fellowship Program through evidence, learning and innovation to strengthen its quality, effectiveness and long-term impact.
- Ensure the Fellowship Program operates efficiently, responsibly, and in compliance with organizational policies, budgets, regulatory requirements, and sound risk management practices.
- Foster strong cross functional partnerships and contribute actively to Senior Leadership Team priorities that strengthen organizational effectiveness and advance Teach for the Philippines' strategic goals.

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

- **Leading a High Performing Team:** The Fellowship Program Director leads one of the organization's largest and most dynamic teams. Balancing performance, professional development, well-being and accountability while fostering a positive, values aligned culture requires strong judgment, empathy and consistent leadership.
- **Balancing Strategy with Execution:** The role requires simultaneously shaping the long-term direction of the Fellowship Program while ensuring excellent day-to-day execution. The Director must prioritize effectively, make sound decisions amid competing demands and continuously improve the program without compromising operational quality.
- **Leading Through Complexity and Change:** The Fellowship Program operates in a dynamic environment involving evolving program needs, people challenges and organizational priorities. The Director must navigate ambiguity, manage risk and respond thoughtfully and proactively to change while maintaining stability and momentum for the team.
- **Building Strong Partnerships:** Success depends on working effectively across teams and with external stakeholders, including schools, local governments and other partners. The Director must build trust, align priorities and collaborate across functions to ensure coordinated implementation and shared success.

What is included in operating effectively? Avoiding any professional or personal action or activity which may result in economic loss, legal action against, or social embarrassment to the Organization. Avoidable economic loss, such as missing a flight, negligence, or missing a required event for reasons in violation of Section 11.15, Employee Handbook, Missing Required Events, may require you to reimburse the organization in our effort to work responsibly with donated funds.

RESPONSIBILITIES	QUALIFICATIONS
<u>(1) Strategic Leadership of the Fellowship Program</u> • Provide strategic leadership and overall stewardship of the Fellowship Program, ensuring it remains aligned with Teach for the Philippines' mission, strategic priorities, and long term impact goals. • Lead the continuous improvement of the Fellowship Program by strengthening its design, leadership development model, systems, and participant experience based on evidence, learning, and emerging best practices. • Monitor program performance and outcomes, using data and stakeholder feedback to inform strategic decisions and continuous improvement. <u>(2) Program Delivery and Operational Excellence</u> • Oversee the successful implementation of the Fellowship Program across the entire Fellowship lifecycle, including recruitment, selection,	<u>Background and Experience:</u> • Filipino citizen or holder of a valid Alien Employment Permit authorizing work in the Philippines. • Bachelor's degree required; graduate studies or training in Education, Human Resources, Organizational Development, Psychology, Leadership, or a related field is an advantage. • At least five (5) years of progressively responsible leadership experience managing teams, complex programs, or organizational initiatives. • Demonstrated success in coaching and developing high performing teams and managers. • Experience designing, implementing, or continuously improving programs,

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onboarding, Summer Institute, in service training, coaching, placement support, and alumni engagement. • Ensure the sound planning, management, and execution of major Fellowship activities while maintaining high standards of quality, operational excellence, compliance, and risk management. • Oversee program budgets and resource allocation, ensuring responsible stewardship of organizational resources. <u>(3) People Leadership and Team Development</u> • Lead, coach and develop the Fellowship Program Team, fostering a high performing, collaborative, and values aligned culture. • Set clear expectations, provide regular coaching and feedback, conduct performance evaluations, and support the professional growth of team members. • Build organizational capability through succession planning, talent development, and strong people management practices in partnership with Human Resources. <u>(4) Stakeholder and Partnership Management</u> • Build and sustain strong relationships with schools, local governments, the Department of Education, donors and other strategic partners to advance the Fellowship Program and strengthen Teach for the Philippines' reputation. • Represent the Fellowship Program in external engagements and serve as a trusted partner to key stakeholders. • Collaborate effectively across organizational functions to align priorities, resolve challenges and ensure coordinated implementation. <u>(5) Organizational Leadership</u> • Serve as an active member of the Senior Leadership Team, contributing to organizational strategy, decision making and cross-functional initiatives. • Partner closely with the Chief Program Officer and other Program Directors to strengthen collaboration, organizational effectiveness and the strategic direction of Teach for the Philippines' core programs. • Champion the organization's values and contribute to building an inclusive, high performing organizational culture. <u>(6) Risk Management and Governance</u> • Identify and proactively manage operational, programmatic and people-related risks affecting the Fellowship Program. • Ensure compliance with organizational policies,	systems, or organizational processes. • Proven ability to build and manage relationships with diverse stakeholders across the public, private and nonprofit sectors. • Excellent written and verbal communication skills in English and Filipino. <u>Core Competencies</u> • Strategic Leadership – Ability to think strategically, align priorities, and make sound decisions that advance organizational goals. • People Leadership and Talent Development – Demonstrated ability to lead, coach, develop, and inspire high performing teams while fostering accountability, collaboration, and professional growth. • Program Leadership and Operational Excellence – Ability to design, implement, evaluate, and continuously improve complex programs while balancing strategic priorities with operational execution. • Stakeholder Engagement and Relationship Management – Ability to build trust, influence diverse stakeholders, and cultivate productive partnerships across internal and external audiences. • Critical Thinking and Decision Making – Strong analytical, problem solving, and decision making skills, particularly in complex or high pressure situations. • Change Leadership and Adaptability – Ability to navigate ambiguity, lead organizational change, and guide teams through evolving priorities with resilience and sound judgment. • Planning, Resource Management, and Execution – Strong organizational skills with the ability to manage priorities, budgets, resources, and multiple initiatives effectively. • Data-informed Leadership – Ability to use evidence, data, and continuous learning to improve programs, strengthen teams, and inform strategic decisions. • Digital Proficiency – Proficiency in Google Workspace, Microsoft Office, and other digital tools required for effective collaboration and program management
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• safeguarding standards and regulatory requirements. • Strengthen systems, processes and internal controls to improve organizational effectiveness and long-term sustainability.	<u>Character Competencies:</u> • Mission, Vision and Core Values Alignment – Demonstrates a deep commitment to Teach for the Philippines' mission, vision, and core values, consistently modeling them in decisions and actions. • Integrity and Professionalism – Exercises sound judgment, accountability, and discretion while representing the organization with credibility and humility. • Empathy and Respect – Builds trust, treats others with dignity, and creates an inclusive environment where people can thrive. • Growth Mindset – Seeks feedback, embraces continuous learning, and encourages innovation and improvement. • Resilience – Maintains composure, adaptability, and optimism when navigating ambiguity, setbacks, and organizational change. • Stewardship – Takes ownership of people, programs, and resources, acting in the best long-term interests of the organization.
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Expectations: Success at Teach for the Philippines requires a willingness to contribute beyond the responsibilities outlined in this job description. As a senior leader, the Fellowship Program Director may be called upon to lead or support cross-functional initiatives, contribute to organizational projects, participate in key events, assist in policy development, and undertake other responsibilities that advance the organization's mission and strategic priorities. The Fellowship Program Director is expected to uphold the highest standards of professionalism, integrity, and conduct, and to comply with all organizational policies and regulations set forth in the Employee Handbook.

Working Conditions: Regular working hours are from 8:00 AM to 5:00 PM, Monday through Friday, unless otherwise agreed with the Direct Supervisor. The role may require work outside regular business hours, including evenings, weekends, and holidays, to support program implementation, organizational events, or other operational requirements. Flexible working arrangements and adjustments to working hours may be approved on a case-by-case basis, subject to operational needs.

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