

South Burlington School District Position Description

Job Title: Alumni Director
Location: District
Job Group: Non-Union
Reports to: Superintendent

Summary: Responsible for the District alumni relations program. Coordinates and/or assists with event planning and activities. Maintains records and performs administrative and clerical duties for the Alumni Office and the South Burlington Schools' Foundation. Works in a public relations capacity and handles sensitive communications and confidential information.

Essential Duties and Responsibilities:

1. Plans, coordinates and/or implements special alumni projects, programs, and activities including, but not limited to: Homecoming, class reunions, alumni sporting events, raffles, fundraising events, and special student and alumni interactions (i.e.: Talent Night Judging, Rebel Reach)
 - a. Coordinates volunteers and tracks alumni attendance at events.
 - b. Arranges for facility use, setup and cleanup, equipment, catering, and presenters of Alumni events.
 - c. Maintains alumni database and financial records.
 - d. Initiates opportunities for alumni involvement in the District.
 - e. Maintains Alumni Office budget.
2. Facilitates the work of the Scholarship Committee and the Rebel Athletic Hall of Fame Committee.
 - a. Serves as committee chair for both groups. Organizes and facilitates meetings and activities
 - b. Fundraise and handle financials for both committees.
 - c. Establishes new scholarships at the request and funding of families and/or community members.
 - d. Coordinates selection process for student scholarships at graduation.
 - e. Solicits nominations and coordinates the selection process for the Hall of Fame.
 - f. Maintains relationships with families, community members, and honorees.
3. Creates marketing materials, advertising, newspaper releases, and articles. Updates District website and social media pages with information on alumni issues, events, news, programs, and giving opportunities. Disseminates information to the media and appropriate individuals on school activities, events, and student and teacher accomplishments as they pertain to the alumni office.
4. Oversees development activities for the South Burlington Schools' Foundation
 - a. Coordinates Athletic Banner advertising by coordinating the annual contracts and billing with supporting businesses.
 - b. Responds to advertising requests from area businesses.
 - c. Deposits donations and prepares financials for accountant and tax returns.
 - d. Maintains donor relations database.
 - e. Coordinates Academic Booster grant application process.
 - f. Organizes and attends periodic Foundation meetings and quarterly investment meetings.
 - g. Raises awareness for district initiatives.

- h. Works with teachers/students on special events to fundraise for the SB Foundation (i.e. Cannon 5K, Rebels Got Talent)
 - i. Maintains stewardship with donors.
5. Performs general office tasks and assignments such as: preparing correspondence, agendas, minutes and forms, filing, copying, faxing, sorting, and distributing office mail; orders and maintains supplies; answers the phone, greets and assists visitors to the office.
6. May perform other duties as assigned.

Supervisory Responsibilities: The ability to work effectively and collaboratively in a team environment is essential to the employee's successful job performance. Oversees the office environment to ensure neat and orderly workflow. May be responsible for the work output of others.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: Bachelor's Degree or equivalent plus two years' related experience or training.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write and produce routine correspondence and simple reports is required. Ability to communicate clearly and concisely both in oral and written form with parents, students, co-workers, and the general public is necessary.

Mathematical Skills: Ability to calculate figures and amounts such as prices, discounts, interest, and percentages. Must demonstrate an ability to apply bookkeeping, general math concepts, and basic algebra.

Reasoning Ability: Ability to solve practical problems and deal with a variety of situations where some standardization exists in a clear and calm manner. The ability to prioritize while managing multiple tasks. Ability to interpret a variety of oral and written instructions is needed. Ability to maintain confidentiality in all aspects of job performance, especially with information presented in various forms (written/oral) is essential. Ability to perform duties with awareness of all District requirements and School Board policies.

Other Skills and Abilities: Must have effective computer skills and demonstrated knowledge of such applications as: word processing, spreadsheets, databases, e-mail, and graphics. Have the ability to learn and utilize new software programs as systems are upgraded. Must have above average typing and organizational skills and commitment to task. The ability to work independently is required.

Physical Demands: *The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the District may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, walk, stand, talk and hear. The position frequently requires dexterity for manual tasks and working on equipment and computers. The employee is

occasionally required to stand, reach with arms or hands, and carry up to 40 lbs. Specific vision abilities required by this job include close and far vision.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate and work performed in an office environment.

Evaluation: Annual

Approved: November 17, 2015

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.