



JOB TITLE: Alumni Coordinator
CLASSIFICATION: Part-time

DEPARTMENT: Advancement
REPORTS TO: Controller

FLSA: Non-Exempt
DIRECT REPORTS: None

JOB SUMMARY: Responsible for pursuing, cultivating, managing, growing, and maintaining connections with Metro Christian Academy (Metro) students past, present, and future, implementing activities, programs, services, and communications that reach, serve and engage alumni and foster a sense of community and lifelong commitment to Metro.

ESSENTIAL FUNCTIONS:

DUTIES:

- Works closely with the President of the Alumni Association to facilitate on-going growth of the alumni association of Metro; establishes, maintains and shepherds a network of key contacts to aid in the development and strengthening of alumni involvement; creates and expands opportunities for alumni involvement that will foster positive alumni relations.
- Works with the Advancement Coordinator to develop a comprehensive networking strategy to connect and reconnect Metro alumni from every graduating class.
- Serves as a resource for alumni and others regarding alumni relationships, programs, and activities.
- Plans, promotes, coordinates, and attends events and programs arranged by the alumni, including, but not limited to, annual alumni Homecoming, class reunion activities, alumni campus visits and tours, and student events to welcome them to the Alumni Association; coordinates event logistics including pre- and post-event communications, invitations, RSVP responses, deliveries, set-up and tear-down; coordinates and oversees event-day volunteers.
- Coordinates and writes communications for newsletter and alumni website; manages presence on social media sites, including, but not limited to, Facebook, Instagram, LinkedIn, and Twitter.
- Manages alumni database including career data, contact information, and biographies; ensures information is accurate and up-to-date; compiles, tracks, and enters data about alumni participation and volunteerism.
- Assists the Advancement Coordinator in fundraising efforts connected to the Alumni Association.
- Works with The Metro Christian Academy Foundation Board to promote and support the Patriot for Life giving program.
- Manages alumni budget; tracks expenses, processes payments, creates and reconciles purchase orders, and submits to the finance department for payment on a timely basis.
- Works with the Marketing on promotional materials for alumni events and activities including developing an annual alumni marketing strategy.
- Presides over quarterly Alumni Board meetings, including setting the agenda, inviting members, taking notes, recording attendance, and following up with action items.

OTHER RESPONSIBILITIES:

- Performs other related work as required.

MATERIALS AND EQUIPMENT USED:

- General Office Equipment

ESSENTIAL ATTRIBUTES:

- Effective oral and written communication skills.
- Exemplary care in handling confidential matters.
- Excellent interpersonal and organizational skills.

COMPUTER SKILLS:

- Knowledge and proficiency in all Microsoft Office applications, including Word, Excel and Power Point.

REQUISITE KNOWLEDGE AND COMMITMENTS:

- Knowledge of and ability to demonstrate Christian professionalism appropriate to Metro Christian Academy.
- Knowledge of and ability to uphold and to integrate Metro Christian Academy's Statement of Faith, mission, vision, motto, and ideal employee profile.
- Knowledge of donor records management and administration.
- Knowledge of AP writing style.
- Knowledge of and experience with using social media platforms

OTHER SKILLS AND ABILITIES:

- Ability to plan, coordinate, and evaluate fund raising events.
- Ability to prepare and maintain reports in an accurate and complete manner.
- Ability to communicate effectively with all levels of staff, donors, parents, volunteers, alumni, Board members, corporations, and community philanthropists,
- Ability to maintain a safe and clean work environment with a high attention to detail.
- Ability to work independently or as part of a dynamic team.
- Ability to mail merge documents
- Ability to produce under tight deadlines with multiple priorities.
- Ability to communicate positively and with self-confidence, especially on the phone.
- Ability to be flexible and have the assertiveness to have innovative ideas.

MIMIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree from an accredited college or university
- Fund raising and event planning experience, preferred, or
- Any equivalent combination of training and experience, which provides the required knowledge, skills and abilities.

PHYSICAL DEMANDS:

- Ability to meet attendance requirements.
- Ability to read, write and communicate the English language.
- Ability to hear and interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to safely and responsibly operate equipment necessary to complete the essential functions of the position.
- Ability to move hands in a repetitive motion including grasping, holding and finger dexterity.
- Ability to display eye-hand coordination.
- Ability to visually inspect and distinguish colors.
- Ability to accurately measure or assemble at distance close to the eye.
- Ability to prepare and analyze figures.
- Ability to carry, push, pull equipment and supplies necessary to complete the essential functions of the position.
- Ability to travel to various event locations throughout the Metro.
- Able to lift objects (up to 30 pounds).
- Able to perform tasks that require repetitive motions such as bending, lifting, climbing, kneeling, walking, reaching above shoulders and sitting.
- Able to work on an on-call basis/weekends as needed.
- Ability to remain calm and organized when facing numerous deadlines and priorities.

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. Work is performed in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like. Duties are usually performed seated. Sitting may be relieved by brief or occasional periods of standing or walking. Work can occasionally be performed outdoors where there may be physical discomforts associated with standing or walking for long periods with limited amount of sitting, extreme temperatures, extreme noise levels, dust, dirt, and the like. Limited amount of physical effort required associated with walking, standing, lifting, carrying objects (less than 30 lbs.), and performing the essential functions required for the position.

STATEMENT OF PURPOSE:

This job description should *not* be interpreted as all-inclusive. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this job description. The employee will be evaluated in part based upon performance of the tasks listed in this job description, as well as performance on other tasks as assigned. The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either party may terminate employment at any time, for any reason.

As a partnering member of Metro Christian Academy, I have fully read, understand, and agree with each and all of the aforementioned statements in both the Statement of Faith and this job description, and I agree to receive, support, and provide instruction, discipleship, and day-to-day work that is consistent with Metro Christian Academy's Statement of Faith and this job description.