

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT JOB DESCRIPTION

<b>Title:</b>	<b>Alumni Liaison</b>	<b>File 430</b>
<b>Reports to:</b>	Superintendent	
<b>Job Objectives:</b>	Responsible for the creation and implementation of a comprehensive alumni outreach program designed to enhance and promote positive relationships between the Amherst Exempted Village School District and its students, staff, community, stakeholders and alumni.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>• Documentation of a clear criminal record.</li><li>• Complies with drug-free workplace rules and board policies.</li></ul>	
<b>Responsibilities and Essential Functions:</b>	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>• Serve as the lead staff liaison to the Comet Alumni Association</li><li>• Responsible for developing and implementing an alumni relations plan</li><li>• Coordinate and direct alumni events</li><li>• Responsible for leading donor cultivation, solicitation, and recognition in regard to alumni relations</li><li>• Develop and assist in the implementation of activities which network alumni with current students and classes</li><li>• Develop and implement philanthropic outreach programs which benefit the Amherst Exempted Village School District, its students, staff and community</li><li>• Develop, create and distribute alumni communications, including, but not limited to, physical newsletters, emails, and social media postings</li><li>• Provide association support for class reunions, including building tours and promoting class reunion information</li><li>• Develop and maintain alumni website</li><li>• Develop and maintain alumni social media account(s)</li><li>• Serve as an advocate for public education, most importantly the Amherst Exempted Village School District and in the Amherst community, as well as demonstrate a willingness to participate in school events and activities</li><li>• Consistently seek and build relationships with Board members, staff and administration, student support groups, as well as community partners and donors.</li><li>• Coordinate and implement Amherst Schools Distinguished Alumni Gallery of Success</li><li>• Develop and maintain records and directory of all alumni members</li></ul>	

- Update records and directory of all alumni members on an annual basis
- Yearly update to the Board and/or Administration
- Performs all other duties as assigned by Administration and/or the Superintendent

**Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the vision of the Comet Alumni Association
- Promotes a positive alumni culture and generates staff, student, alumni and community enthusiasm.
- Excellent interpersonal communication skills
- Computer and social media literacy

**Working Conditions:** Exposure to the following situations may range from remote to frequent based Conditions: on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor
- Duties may require working extended hours.
- Duties may require frequent evening and weekend work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to bloodborne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance Evaluation:** Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

*No portion of this job description shall supersede the Master Agreement between the Amherst Teachers Association and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.*