

Alumni Communications Specialist

DEPARTMENT:	Community Relations and Development	REPORTS TO:	Chief Communications Officer
ANNUAL WORKDAYS:	12 months	COMPENSATION:	Support Staff Salary Pay Grade
FULL/PART TIME:	Varies	FLSA STATUS:	Non-Exempt

Position Description

Support the Kirkwood School District Foundation and Kirkwood School District Alumni Office with administrative functions focused on the alumni community. Assists with alumni support and engagement by managing the alumni database, performing clerical and accounting functions, and coordinating events. Helps to ensure effective fundraising efforts via email, in-person communications, and events. Interacts with a wide range of employees and external customers/stakeholders. May involve sharing critical or sensitive information with others.

Task Title	Essential Job Functions	Percent of Time Spent
Administrative Support	- Create and schedule reports, answer phone calls and email messages, create registrations and fundraising links, and balance registrations and reunion data. - Build strong working relationships with district departments, schools, individuals, and organizations to ensure success through positive interactions and customer service.	45%
Accounting	- Process weekly deposits (checks & credit cards), synchronize transactions with accounting software, process check requests, handle end-of-year reporting, and provide audit documentation for taxes. Includes annual audit preparation. - Manage accounting for class reunion budget accounts of up to \$150,000.	25%
Database Management	Maintain alumni databases (e.g., add, merge, delete records) and ensure updates reflect latest available information for contacts and transactions.	25%
Events Support	Collaborate with co-workers in department on district-wide events and communication, including the Hall of Fame ceremonies for Athletics and Alumni.	5%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- Supervisory Responsibility:** N/A, not responsible for supervising employees

- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority
- **Decision-making Authority:** Decisions impact a functional area or department

Qualifications

Required

- **Education & Experience:** The following combinations meet the minimum requirements:
 - Bachelor's degree and one or more years of related work experience.
 - Two years of college/associate degree and 3 or more years of related work experience.
 - High school diploma and 5 or more years of related work experience
- **Certificates, Certifications, or Other Training:** Use of software tools for database management and accounting (e.g., QuickBooks)
- Valid Missouri driver's license

Knowledge & Skills

Knowledge

- **Basic:**
 - Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
- **Intermediate:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
 - Administrative: Administrative and office procedures, functions, and basic office tasks,
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- **Advanced**
 - Customer and personal service: Principles and processes for providing customer and personal services.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading Comprehension, Speaking, Writing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Mathematics, Active Listening, Service Orientation
- **Occasionally (Up to 2.5 hours or 32% of the day):** Active Learning, Social Perceptiveness
- **Rarely (Less than 1 hour or 12% of the day):** Critical Thinking, Learning Strategies Monitoring, Management of Financial Resources, Time Management, Coordination, Persuasion, Complex Problem Solving

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Sitting, Finger Dexterity, Hearing, Color Vision
- **Occasionally (Up to 2.5 hours or 32% of the day):** Repetitive Motion,
- **Rarely: (Less than 1 hour or 12% of the day):** Walking, Climbing

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: May 12, 2024