

JOB DESCRIPTION

TITLE: Director of Special Projects: MLHS Alumni Relations

REPORTS TO: Superintendent of Schools

JOB CLASSIFICATION: Administrator; MLAA Affiliation

QUALIFICATIONS:

- *Principal Certificate or Certificate of Eligibility,
 - *Superior organizational, communication and interpersonal skills,
 - *Proven ability to work collaboratively with colleagues,
 - *Demonstrated strength in creation and implementation of new programs and activities, along with a talent for motivating volunteers,
 - *Clear understanding of the history of Mountain Lakes School District and current educational and funding needs,
- and expertise in building relationships beyond the community.

Responsibilities

This position reports to the Superintendent of Mountain Lakes Schools while working collaboratively with colleagues, teachers, coaches and administrators in the school district. The goal is to maximize alumni engagement, avoid duplication of efforts, and build loyalty, town pride, and financial support of the Mountain Lakes School system.

Guide the development of successful alumni programming, finding ways to engage alumni in meaningful and rewarding ways that deepen their commitment to the Mountain Lakes' school district, faculty, students, residents and programs.

Develop benchmarking program and provide reports on program success, event participation and financial reports and provide reports to the Superintendent.

Work closely with the Alumni Association Board of Directors, arranging its meetings, staffing its committees and ensuring strong and productive relationships between its members and the academic and administrative leadership.

Ensure accurate and complete alumni database records; capture contact, biographical and career information of alumni via surveys, projects (e.g. alumni directory), correspondence, website, postal returns, etc.

Establish and build relationships with a wide range of alumni, locally, regionally, nationally and internationally; maintain regular communication with alumni via the alumni website, direct contact, email blasts, alumni web pages, Facebook, LinkedIn and print publications.

Oversee and balance the budget for Alumni Relations; within the annual program budget, manage existing and/or additional alumni programs, services and communications.

Educate graduating students about alumni benefits and engage them in future programs.

Incorporate and build the Mountain Lakes Hall of Fame with the Superintendent of Schools. Develop programs and events to support the Hall of Fame.

Other responsibilities as assigned by the Superintendent