



# New Albany-Floyd County Education Foundation

## **PART-TIME ALUMNI RELATIONS COORDINATOR Job Description**

### ABOUT THE EDUCATION FOUNDATION

The NAFC Education Foundation is the only charitable organization in Floyd County whose sole mission is to support the students and teachers of New Albany Floyd County Public Schools. We invest in the education landscape of Floyd County by providing classroom grants, and funding for programs like Blessings in Backpack, the Dolly Parton Imagination Library Project, Junior Achievement, Field Trips, and more. We are able to provide these programs and services through the private support of the community and receive no tax dollars or state funding. Recently, the Board of Directors has identified reconnecting to NAFCS alumni as a priority as laid out in our strategic plan. We are seeking an individual to lead the organization's alumni outreach efforts.

### JOB SUMMARY

Under the general direction of the Executive Director, organizes and coordinates all alumni outreach efforts designed to foster and strengthen the relationship between the NAFC Education Foundation and NAFCS Alumni.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Organizes and coordinates all alumni functions: annual membership fundraising through Legacy NAFC, database management, Legacy Ledger and other alumni publications, alumni outreach, recognition and awards, reunions, homecoming, alumni and/or student relations, and other special events and services.
- Works with Executive Director to assure coordination and development of total alumni relations program; recommends long and short-range goals and overall direction of alumni programs.
- Promotes and fosters effective alumni relations through continuing written communication and personal contact with constituent groups.
- Provides staff assistance to the Alumni Relations Committee, Legacy NAFC members, and other alumni groups, as assigned.
- Develops, designs, and arranges publicity and promotional materials for alumni functions and/or services, in assigned area of responsibility.
- Plans, coordinates, and schedules all logistical details and makes necessary arrangements for programs and/or services in assigned area of responsibility.
- Performs necessary administrative functions such as record keeping, reports, correspondence, program budget oversight, and contractual arrangements, as necessary.
- Evaluates and monitors programs/services' effectiveness, identify problems, recommends improvements, and institutes changes.
- May act on behalf of the Executive Director in their absence, as assigned.
- Serves as a resource to alumni and others regarding alumni programs and activities.
- Assists Executive Director in preparing funding requests, including sponsorship and grant proposals under the general direction of the Director.
- Seeks to develop and establish new alumni chapters, regional centers, and/or programs and services, as assigned.
- Performs related duties as required.

## MINIMUM ACCEPTABLE QUALIFICATIONS

- Knowledge of and involvement in the NAFCS community, its disciplines and relationships, and willingness to develop an in-depth understanding
- Bachelor's degree
- Demonstrated ability to develop, direct and coordinate multiple programs and activities, including promotion
- Strong desire and natural ability to interact with people

## OTHER DESIRABLE QUALIFICATIONS/SKILLS

- Graduation from NAFCS
- Alumni relations experience at the university level

## HOURS AND COMPENSATION

- Part-time – approximately 15 hrs. a week although workload may be less or more at different times of the year
- Ability to work remotely with flexible hours
- The New Albany Floyd County Education Foundation is prepared to offer competitive wages commensurate with experience.

**Interested applicants should email their resume to Tyler Bliss, Executive Director at [TBliss@NAFCS.org](mailto:TBliss@NAFCS.org)**

**Application Deadline: Friday, August 5th**