

TITLE: Director of Alumni Relations

Qualifications:

1. Minimum of a bachelor's degree in an education or communications related field.
2. Background as a teacher, coach, or alumnus of MTHS preferred.
3. High degree of proficiency with electronic communications, including demonstrated expertise with email, Word, Excel, and other modes of communication.
4. Demonstrated ability to communicate (verbally and in writing) at a high level.
5. Background in a financial related field is preferred but not required.

Reports to:

Principal

Job Duties:

1. Compile and maintain a database of alumni and friends of MTHS, physical addresses, and mobile phone numbers.
2. Regular email communications with alumni and friends covering athletic, academic, and other extra-curricular happenings at MTHS.
3. Regular email communications with alumni and friends covering events at MTHS in a broader sense, such as AP scores, alums in college, class reunions, teacher retirements, etc.
4. Create a yearly on-line comprehensive MTHS brochure / magazine / newsletter covering the full school year for athletics, academics, and MTHS clubs and activities.
5. Create and maintain a web page with results of all MTHS sports. Update this page daily with scores and brief notes.
6. Responsible for the MTHS Hall of Fame. This includes researching potential candidates, holding committee meetings to discuss and select inductees,

contacting inductees in a timely manner, obtaining all awards, and hosting the Hall of Fame ceremony.

7. Maintain and distribute gifts for association members contributing to the association at various levels.
8. Maintain an alumni and friends table at select home football, basketball, and volleyball games in order to attract membership.
9. Establish a singular major fundraiser (this could be a golf outing, a silent auction, a dinner, or any other major fundraiser).
10. Create and maintain detailed records of receipts and disbursements to share with the principal, superintendent, and the board of education on a quarterly basis.
11. Establish methods of communication with alumni and friends in order to promote the association and solicit donations / memberships.
12. Work closely with the MTHS Education Fund board and the Sports Booster board to advise on projects and disbursements of revenue.
13. Other duties as assigned by MTHS principal.

Terms of Employment:

Salary to be established by the board of education. Hours to be determined by the board of education and superintendent, subject to change as the structure of the job evolves.