



Position Description

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| Position: | Alumni Coordinator |
| Responsible To: | SLT |
| Engagement Type: | Permanent, Part Time 10 hours per week |
| Supervisory Responsibilities: | There are no supervisory responsibilities associated with this position |
| Purpose: | To further develop, implement and grow the Alumni Foundation for Wakatipu High School |

Tasks and Activities

- Develop and maintain a graduate and alumni contact database, webpages and CRM system.
- Develop, coordinate and conduct targeted outreach to graduates and alumni
- Develop and coordinate a retention strategy including communication plan for graduates and alumni to maintain their engagement
- Manage Alumni communications through social media and email
- Track and analyse graduate and alumni challenges, successes and trends
- Work with the Wakatipu High School Foundation to leverage opportunities for Alumni to support the school
- Plan and host annual alumni events in conjunction with with the Wakatipu High School Foundation
- Provide regular updates to the Board on progress of alumni relations
- Develop an effective system for storage and collection of key artefacts
- Work with the Graduating Class to develop a legacy project, leavers gear and run an end of year Graduation.
- Other tasks as requested

Competencies/Attributes

- Strong Technical skills are essential including database management and social media
- Project management skills will be highly regarded
- Strong organisational skills, strong interpersonal, oral and written skills
- Demonstrates accuracy and thoroughness at work
- Monitors own work to ensure quality
- Consults and acts within Delegation of Authority
- Adapts to changes in the work environment
- Manages competing demands calmly and maintains flow of information to stakeholders



- Keeps stakeholders informed and explains reasons for decisions or changes rationally and in an informative manner
- Maintains professional communication and uses appropriate communication channels appropriate to each situation
- Able to prioritise effectively and take account of various stakeholders' needs