

JOB TITLE

Alumni and Operations Coordinator

REPORTING TO

President and CEO

ABOUT LEADERSHIP KENTUCKY

The flagship *Leadership Kentucky* program began in 1985 and brings together a select group of people who possess diverse leadership abilities, career accomplishments, and volunteer activities to gain insight into complex issues facing the state. Each year, approximately 50 participants, chosen from throughout the Commonwealth, receive perspective of critical issues impacting Kentucky's employers, communities, and citizens. Through a series of seven monthly, three-day sessions held in various locations in the state, *Leadership Kentucky* participants are educated about the Commonwealth of Kentucky and its challenges.

In 2014, Leadership Kentucky introduced *New Executives to Kentucky*. At this exclusive, invitation-only event, senior-level executives, who have been in Kentucky less than two years, are hosted in Frankfort for a complimentary, one-day political and cultural immersion. Executives talk with Kentucky's current leaders and explore the state's opportunities, needs, and resources while learning about its rich cultural heritage.

Launched in 2017, *ELEVATE Kentucky* offers young professionals in-depth personal and professional development while fostering a better understanding of challenges facing our Commonwealth. *ELEVATE* participants return to their companies with increased skills, knowledge, perspective, and a new statewide professional network. Millennial leaders are better prepared to be catalysts in their companies and communities to *ELEVATE Kentucky*.

In 2019, *BRIGHT Kentucky* was designed to build the capacity of **next-generation leaders** (average age 21-40) in the Appalachian region of Kentucky to innovate, collaborate, and advance community and economic development. In a series of five monthly, three-day sessions, *BRIGHT Kentucky* engages entrepreneurial minds from all sectors and regions to offer non-partisan, ethical leadership training, expanded networks, and mentors designed especially for residents of the 54 Kentucky counties of the Appalachian Regional Commission (ARC).

Leadership Kentucky broadens the perspectives of diverse leaders through experiential education that inspires them to advance Kentucky. *Leadership Kentucky* believes that one of the best ways to accomplish this is by bringing together groups of leaders, showcasing all that the Commonwealth has to offer, discussing issues, and connecting with other leaders. Leadership Kentucky graduates serve as important participants in a unified effort to shape Kentucky's future.

JOB SUMMARY

*The **Alumni and Operations Coordinator**, a part-time position, will provide full database, financial, alumni, and administrative support services to Leadership Kentucky as required for the effective and efficient operation of the organization. Expected hours per work week are 15- 20.*

INDICATIVE DUTIES

- ✦ A professional attitude and confidentiality of information
- ✦ Maintain multiple databases, including but not limited to donor databases, alumni, accounting, etc.
- ✦ Maintain accounting software for in-office accounting procedures
- ✦ Prepare mailing lists and mail merges from databases for use in mailings, applications, and emails
- ✦ Acknowledgement letters to donors, sponsors, alumni, or other communications as needed
- ✦ Assistance with maintaining the Leadership Kentucky website, especially as it pertains to sponsors
- ✦ Prepare program application, nomination, recommendation, acceptance forms, and track submissions
- ✦ Assist with e-communications and preparation of class materials as needed
- ✦ Assist with event registrations and payments
- ✦ Other duties as assigned

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DETAILED DUTIES

Finance (approximately 10% of time):

- Submit deposits and invoices to the contract accountant
- Create invoices in Wild Apricot database and follow-up on outstanding invoices
- Generate thank you letters to donors
- Code credit card and in-kind donations in Wild Apricot
- Send monthly reports to the contract accountant
- Track and follow-up on documentation for in-kind donations
- Assist with end of year data needed for the accountant
- Assist with the annual audit (pulling reports and researching data)
- Participate in and create minutes for the quarterly Finance Committee meetings
- Generate and send gaming reports for state reporting
- Update annual information on the Kentucky Secretary of State website

Program Applications (approximately 10% of time):

- Create Jotforms for applications, recommendations, nominations, and interest
- Save application information to appropriate program folders, track information for the Selection Committee
- Track Selection Committee decisions and assist with the program selection process
- Track statistics for each program for reporting to the LKY Board of Directors

Database Maintenance (approximately 15% of time):

- Wild Apricot – update changes, add new alums, pull lists, update events (luncheon, regional receptions, etc.)
- MailChimp – maintain mailing lists
- Pull lists upon request for class receptions and assist with outreach to alumni

Event Coordinator (approximately 20% of time):

- Help research and book venues, plan menus, etc.
- Set up events in Wild Apricot and track registrations and payments
- Work with the President/CEO on seating arrangements and event logistics
- Follow-up on unpaid registrations

Alumni Coordinator (approximately 45% of time):

- Responsible for maintaining alumni membership renewals in Wild Apricot
- Watch for updates on social media for new positions, etc. of alumni to ensure an updated database
- Follow-up with alumni when they move to a new position for current contact information and research when emails become invalid
- Provide alumni news updates for the monthly electronic newsletter
- Share what membership provides to alumni and create the opportunity to meet and/or call the current class participants to establish a relationship

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POSITION SPECIFICATION

The ideal candidate will be able to demonstrate the necessary administrative, communications, and technical skills as well as competence to immediately add value to the work of the organization, Board of Directors, and alumni ... and to ensure the timely delivery of delegated tasks and quality services under general supervision only. The employee will:

- Possess well-developed interpersonal and communication skills
- Be results-oriented and self-motivated
- Demonstrate examples of having worked on his/her own initiative and with teams in the past
- Be capable of exercising a high degree of delegated responsibility
- Have good organizational and technical skills relevant to the role with the ability to problem solve
- Display attention to detail and deliver work to a high standard with tight deadlines

Essential Qualifications, Attainments, and Experience

- College education or commensurate professional experience
- Demonstrate a high degree of computer literacy - to include competence in the following Microsoft applications – Word, Excel, PowerPoint, and the internet. Possess a degree of literacy with accounting software and financial services (pulling reports, creating invoices, tracking payments)
- Possess relevant and exceptional work experience in an office work environment
- Demonstrate excellent numeracy skills with knowledge and skills in the preparation and maintenance of proper financial records, banking procedures, and reporting on the same

SCHEDULE/SPECIAL REQUIREMENTS

This position requires the ability to drive a vehicle, climb stairs, lift and carry up to 50 pounds, and assist with set-up/breakdown of events. The Alumni/Office Coordinator is allowed 'remote work' when appropriate, along with some office, on-site event work, and travel. The part-time coordinator is considered an administrative employee pursuant to the Fair Labor Standards Act and will be paid annually, in semi-monthly payments. Employee and Leadership Kentucky agree that this payment is based on an average of approximately 20 hours of service per week. As a part-time coordinator, the employee shall not receive any health insurance, other insurance, or benefits. 401K benefits are provided, however.

Send resume' and applicable materials to: (*email is preferred if possible*)

Janice Way, President and CEO

Leadership Kentucky

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Frankfort, KY 40601

Email: jw@leadershipky.org