

Reports to: Director of Community Development & Engagement and Chief Financial Officer

Calendar days: 236 **Pay Grade:** 6

Primary Purpose: Serves as a trusted partner to the Director of Community Development & Engagement and Chief Financial Officer by managing daily operations, anticipating needs, coordinating complex projects, and ensuring exceptional service to donors, community partners, volunteers, district leaders, and guests. This role requires a highly organized, proactive professional who thrives in a fast-paced environment, exercises sound judgment, and consistently represents Aledo ISD with professionalism, warmth, and excellence.

Qualifications

Education/Certification: High School Diploma/GED

Special Knowledge/Skills:

- Exceptional organizational skills
- Strong attention to detail
- Ability to manage multiple projects simultaneously
- Excellent verbal and written communication
- Professional appearance and demeanor
- Advanced Microsoft Office and Google Workspace skills
- Experience with spreadsheets and databases
- Event planning experience
- Financial and purchasing experience
- Ability to maintain confidentiality
- Strong problem-solving skills
- Ability to work independently
- Relationship-building skills
- Project management abilities
- Adaptability in a fast-paced environment
- High level of professionalism

Major Responsibilities and Duties:

Administrative Support - Business Office and Community Development & Engagement

- Manage and maintain the supervisors' calendars, appointments, and meeting schedules.
- Coordinate meetings with internal staff, donors, business leaders, board members, elected officials, community partners, and vendors.
- Respond to emails on behalf of supervisors when appropriate.
- Prioritize communications and ensure timely follow-up.
- Prepare meeting agendas and supporting materials.
- Ensure supervisors are prepared for every meeting with background information, notes, talking points, and necessary documents.
- Track action items from meetings and ensure follow-up.

- Anticipate scheduling conflicts and proactively resolve issues.
- Coordinate travel arrangements when needed.
- Maintain confidential records and correspondence.
- Assist with presentations, reports, spreadsheets, and other documents.
- Screen calls and visitors professionally.
- Manage office supplies and department inventory.

Administrative Operations - Business Office and Community Development & Engagement

- Process purchase orders (POs).
- Process invoices and payment requests.
- Complete bank deposits.
- Maintain accurate financial documentation.
- Assist with departmental budgeting and expense tracking.
- Prepare reimbursement requests.
- Coordinate District elections.
- Receive, sort, and distribute mail and other documents to appropriate staff.
- Maintain filing systems (digital and physical).
- Organize contracts and agreements.
- Track important deadlines.
- Coordinate document signatures.
- Assist with records management and compliance.

Customer Service Expectations - Business Office and Community Development & Engagement

Should consistently demonstrate:

- Warm, welcoming demeanor
- Friendly personality
- Exceptional customer service
- Professional communication
- Excellent phone etiquette
- Strong written communication
- Confidence interacting with executives and community leaders
- Ability to make every guest feel valued
- Patience and kindness
- High emotional intelligence
- Positive attitude
- Discretion and professionalism

Event Planning and Coordination - Business Office and Community Development & Engagement

- Assist with event planning.
- Coordinate event logistics.
- Order event supplies.

- Obtain pricing and quotes.
- Submit purchase orders.
- Coordinate vendor communication.
- Track event budgets.
- Order food and beverages.
- Coordinate catering.
- Prepare event materials.
- Coordinate event registrations.
- Assemble attendee packets.
- Organize name badges.
- Prepare signage.
- Assist with room setup.
- Welcome guests.
- Ensure meeting rooms are properly prepared.
- Provide beverages and hospitality for guests.
- Assist during events.

Donor Relations and Stewardship - Community Development & Engagement

- Track all donor gifts and sponsorship commitments.
- Maintain accurate donor records and databases.
- Coordinate donor meetings.
- Schedule donor tours and campus visits.
- Prepare donor meeting packets.
- Assist with sponsorship agreements.
- Generate sponsorship invoices.
- Track payments received.
- Coordinate donor recognition.
- Order donor appreciation gifts.
- Coordinate donor appreciation awards.
- Prepare handwritten thank-you notes when requested.
- Ensure all donor benefits are fulfilled.
- Track sponsorship deliverables.
- Coordinate recognition opportunities.
- Assist with stewardship communications.
- Maintain donor history files.
- Help cultivate positive relationships with community partners.

Volunteer Program Administration - Community Development & Engagement

- Maintain a volunteer database.
- Track approved volunteers.
- Monitor volunteer status.

- Answer questions from campuses and community members.
- Coordinate volunteer information.
- Assist with volunteer communications.
- Ensure volunteer records remain current.
- Provide exceptional customer service to volunteers.

Supervisory Responsibilities: None

Working Conditions

Mental Demands: Maintain emotional control under stress; work with frequent interruptions and changing priorities; manage multiple projects and deadlines; maintain confidentiality; exercise sound judgment; communicate effectively and professionally with diverse stakeholders.

Equipment Used: Computer, printer, copier, scanner, telephone, audiovisual equipment, and other standard office equipment.

Posture: Prolonged sitting; frequent standing and walking; occasional bending, stooping, kneeling, and reaching

Motion: Frequent keyboarding and repetitive hand motions; occasional reaching, bending, carrying, pushing, and pulling.

Lifting: Occasional lifting and carrying of office supplies, event materials, and equipment up to 25 pounds.

Environment: Primarily office-based with frequent interaction with employees and the public; occasional travel between district locations and attendance at meetings or events; may occasionally work outside normal business hours.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date

Supervisor Signature

Date