

RAA President (Elect) Job Description

Position Overview: The Rutgers Alumni Association President serves as the chief representative and leader of the alumni association, fostering connections among alumni, current students, and the institution. This role involves strategic planning, event organization, and advocacy to enhance alumni engagement and support the association's goals. The President Elect shadows the President and is available when the President is not.

Key Responsibilities:

- 1. Leadership & Governance:**
 - **Preside over alumni association meetings and events.**
 - **Collaborate with the board of directors to set strategic goals and initiatives.**
 - **Ensure adherence to the association's bylaws and policies.**
- 2. Communication & Engagement:**
 - **Serve as the primary spokesperson for the alumni association.**
 - **Develop and implement communication strategies to keep alumni informed and engaged.**
 - **Foster relationships with alumni and encourage participation in association activities.**
- 3. Event Planning & Coordination:**
 - **Oversee the planning and execution of alumni events, including reunions, networking events, and fundraisers.**
 - **Work with committees to create programming that meets the interests and needs of alumni.**
- 4. Fundraising & Development:**
 - **Collaborate with SAS and RUAA development staff to identify fundraising opportunities.**
 - **Advocate for alumni giving and support institutional fundraising campaigns.**
- 5. Networking & Mentorship:**
 - **Facilitate networking opportunities for alumni and current students.**
 - **Promote mentorship programs connecting alumni with students.**
- 6. Strategic Partnerships:**
 - **Build and maintain relationships with university staff, faculty, and administration.**
 - **Collaborate with other alumni associations and organizations for joint initiatives.**

Qualifications:

- **Bachelor's degree (or equivalent experience).**
- **Previous experience in leadership roles, preferably within an alumni association or similar organization.**
- **Strong interpersonal and communication skills.**
- **Ability to inspire and engage diverse alumni groups.**

- **Knowledge of fundraising and event planning.**

Skills:

- **Leadership and management**
- **Public speaking and presentation**
- **Networking and relationship-building**
- **Strategic thinking and problem-solving**
- **Organizational and project management**

Time Commitment: These positions require a significant time commitment, including attending meetings, events, and planning sessions throughout the year.