

## **RAA Vice President(s) Job Description**

Job Title: Vice President of Governance and Vice President of Membership

Position Overview: The Vice Presidents of Government and Membership of the Rutgers Alumni Association serve as key leaders within the organization, assisting in the development and execution of strategic initiatives to engage alumni and enhance the association's mission. These roles involve collaboration with the President, board members, and staff to foster a strong alumni network and support the institution's goals.

Key Responsibilities:

1. Leadership and Strategy:
  - Assist the President in setting the vision and strategic direction for the association.
  - Participate in board meetings and contribute to decision-making processes.
  - Lead committees and task forces as needed.
2. Alumni Engagement:
  - Develop and implement programs to strengthen alumni connections and increase participation.
  - Organize networking events, reunions, and other activities to foster community among alumni.
3. Communication:
  - Serve as a liaison between alumni and the institution, ensuring clear and effective communication.
  - Collaborate with marketing and communications teams to promote alumni events and initiatives.
4. Fundraising and Support:
  - Assist in fundraising efforts to support alumni programs and initiatives.
  - Identify and cultivate relationships with potential donors and sponsors.
5. Mentorship and Career Support:
  - Develop initiatives to support alumni career development and mentorship opportunities.
  - Facilitate connections between alumni and current students.
6. Collaboration and Partnership:
  - Work with university staff and other departments to align alumni activities with institutional goals.
  - Collaborate with other alumni leaders and organizations to share best practices.

Qualifications:

- Bachelor's degree (required); advanced degree preferred.
- Previous experience in leadership roles within alumni associations or similar organizations.

- Strong interpersonal and communication skills.
- Ability to work collaboratively in a team-oriented environment.
- Knowledge of fundraising strategies and alumni engagement best practices.

Time Commitment:

- Expected to attend monthly executive committee meetings and additional events throughout the year including committee meetings of committees that they oversee.