



**WASHINGTON
& JEFFERSON
COLLEGE**

Alumni Executive Council Member

About The Organization:

The purpose of the Alumni Executive Council shall be to build, maintain, and enhance the relationship between the College and its alumni and students; to serve as a consulting body on major issues and decisions affecting the College; to act as a liaison between the College and its alumni; to disseminate information that will keep alumni well-informed about alumni-related activities; to work with members of the College community to promote a positive image of the College; to interact with members of the College community to advance ideas, concepts, and recommendations; and to nominate qualified and deserving alumni for recognition and receipt of Association or other related College awards.

About the Role:

Washington & Jefferson College has just completed a strategic planning process and is presented with an exciting opportunity to build upon academic excellence of the past, with new, fresh approaches for future leaders. This role would join an energetic and engaged team, looking to build and maintain a strong relationship between alumni and W&J, while providing an opportunity for the alumni to work with the College Community to support and promote W&J, and continue creating a forum to interact with students to help prepare them for life and to be engaged alumni. **Length of Term:** three years, maximum of two three-year terms.

Required Qualifications:

- Brings field expertise to the organization and a willingness to collaborate with College staff to execute tenants of strategic plan, supporting the expansion of connectivity to our alumni community with strategic initiatives
- Identifies, recruits, and orients incoming AEC members to join the council
- Active ambassador for W&J in personal and professional networks, supporting recruitment and College events
- Identifies the slates of candidates to be considered for the annual Alumni Awards

Time Commitment (Approximate):

- Attend all AEC meetings (October/February/May) and attend and promote special events
- Attend conference calls (approximately four calls per year)
- Participate in regional events and volunteer opportunities

Ideal Candidates:

- W&J Graduate with enthusiasm for alma mater; believes fully that together we thrive, Juncta Juvant!
- Passion to give back and think creatively to engineer new points of engagement between the College and alumni
- Strong networking skills and an established personal and/or professional network; dot connector
- Volunteer or professional experience in community outreach; past experience volunteering for W&J a plus
- Excellent interpersonal/communication skills
- A willingness to have fun and build something new, helping to write W&J's next chapter!

Interested Candidates:

Please submit your current resume, along with a letter of interest to aec@washjeff.edu. A member of the AEC will be in touch to confirm receipt and discuss next steps. To learn more about the AEC, please visit www.jayconnected.com/meetAEC