



## **Director, Events and Volunteer Recruitment Position Description**

The Director of Events and Volunteer Recruitment is responsible for creating, implementing, and attending the events hosted by Students Today, Alumni Tomorrow (STAT). He or she will work with the Chair to recruit STAT members through events.

### What is STAT?

American University's **Students Today, Alumni Tomorrow (STAT)** committee plays an important role in student philanthropy and serves a variety of purposes. The committee:

- Enhances the student connection to AU as they transition to young alumni status.
- Develops and trains student leaders and prepares them for leadership roles as alumni.
- Promotes the importance of philanthropy and active engagement with American University.
- Highlights the resources provided to students by the American University alumni network.
- Solicits peers for gifts to the University as part of the senior class gift to enable future Eagles to experience a world-class education.

Members of the committee acquire real-world knowledge and experience in philanthropy, fundraising, project management, marketing, public relations, and more. Members develop practical career, presentation, and event planning skills. Additionally, members network with high-level university administrators and alumni at special events and deepen connections with the AU Alumni Association.

### Duties and Responsibilities

- Plans and implements STAT events designed to educate the student body on the importance of philanthropy and events designed to solicit gifts for the University.
- Coordinates event logistics, including food, drinks, guest invites, committee attendance, promotion materials, etc.
- Recruits members and delegates tasks to the Events and Volunteer Recruitment subcommittees.
- Works with the Director of Marketing and Communication on marketing events broadly.
- Collaborates with Assistant Director of Annual Giving, STAT Chair, and STAT Directors on STAT projects and initiatives.

### Time Commitment and Expectations

- Must attend volunteer training in the Fall, monthly STAT Directors Meetings, and monthly STAT General Meetings.
- Attend all events hosted by STAT and ensure it is properly staffed by a committee member if there are time conflicts.
- Lead the STAT Events and Volunteer Recruitment Committee meetings as needed.
- Make a Gift before Winter Break and encourage friends and classmates to participate.

### Qualifications

- Highly organized individual; preferably with experience in event planning and logistics.
- Familiar with American University's events policies and room reservation process.
- Interest in event coordination, fundraising and development.