

### **Rishi Valley School: Alumni Association Office (AAO)**

#### **Position Summary:**

The alumni office, based on the Rishi Valley campus, will work closely with the school and alumni to build awareness, strengthen relationships, and raise funds for Rishi Valley School.

#### **Primary responsibilities include:**

- **CONNECTING:** Build relationships with alumni on an ongoing basis and be the connector between Rishi Valley and alumni. Share information, coordinate events, maintain an up-to-date alumni database.
  - Consolidate all alumni databases that currently exist across geographies
  - Collaborate with RiVAA to define process and flow of information
  - Define a process to enrol students leaving Rishi Valley into the alumni database
  - Create a cadence of communicating with alumni by collaborating with Rishi Valley's existing communications plans - for example via a monthly newsletter, updates on RVS alumni page on Facebook, regular updates on <https://www.rishivalley.org/news>
  - Organize reunion events at Rishi Valley and coordinate with regional chapters and country leads to host reunion events in geographies across the globe.
- **PROGRAMMES:** Build on the existing internship and mentoring programme between alumni and Rishi Valley secondary school students to provide insights, guidance and connections to education and work options beyond Rishi Valley.
  - Collaborate with RiVAA to define and implement the student mentorship programme in June 2019. This will be managed by the AAO, with support from RiVAA.
  - Create a plan for implementing the mentorship programme to include alumni from all geographies.
  - Provide orientation for mentors and mentees to ensure quality of the mentorship program.
  - Collaborate with RiVAA to continue the alumni student internship program and expand it to other geographies (Pilot program: July 2018; Full program: July 2019)
  - Identify other mentorship and learning opportunities for RV students such as internships and excursions.

- **FUNDING:** Develop partnerships to support campus programmes, add value to student and school programmes by identifying ways to raise funds, create an endowment and share impact to alumni.
  - Consolidate list of strategic initiatives for Rishi Valley
  - Create a list of funding opportunities for alumni
  - Create an accounting framework to record funds received
  - Provide a cadence of reporting impact of engagement, funding and current needs of Rishi Valley to alumni

#### **Education and Experience Required**

- Bachelor's Degree plus one to three years of job-related experience preferred.
- Alumni relations or community relations - management experience desirable.
- Proficiency in Microsoft Office, experience using social media tools, ability to learn event registration, photo and website editing tools to create and maintain chapter websites, newsletters, and email communications.
- Strong project management and organizational skills; detail-oriented; Willingness to work in a team-oriented environment and ability to work collaboratively with alumni as well as school
- Excellent interpersonal, verbal, and written communication skills.
- Must be willing to work some evenings and weekends throughout the year and alumni events.
- Ability to travel as needed.

Interested candidates can send an email to: [aaoffice@rishivalley.org](mailto:aaoffice@rishivalley.org) with their CV and a brief note on why they would like to be a part of the AAO.