

College of Saint Benedict and Saint John's University

CSB Alumnae Relations and SJU Alumni Relations

Position Title: REDTalks Sponsorship and Volunteer Manager, YAC

Primary Staff Contact: CSB: Amy Anderson and Jean Dempsey

Purpose of Position: Will serve on the REDTalks Team to recruit current and new sponsors for the funding of redtalks. In addition, this role will be responsible for creating and managing the volunteer roles for the event.

Responsibilities:

- Work alongside the Redtalks General manager on the event budget to determine fundraising needs for the year.
- Have in person meetings, make calls, and send emails in order to cultivate new and retain existing clients.
- Communicate and present the benefits, guidelines, and timelines of supporting the Redtalks event.
- Work with all sponsors to create a mutually beneficial relationship and ensure all questions are answered.
- Track all commitments and payments received in a spreadsheet. Share this with the Redtalks General manager, Co-chairs, and Staff liaisons on a monthly basis and/or as any updates are made.
- Request sponsors logos and promotional content to be used on emails and event slideshow.
- Ensure payment is received to CSB/SJU on a timely basis. Follow up with payments on an as needed.
- Work with the Redtalks general manager to determine what the volunteer needs will be for the day of the event. Update and create new roles as needed.
- Recruit volunteers within the YAC and outside parties as needed.
- Ensure that all volunteers understand their roles and be available to answer questions leading up to the event.
- Ensure setup of sponsorship tables and all day of needs are met.
- Organize and coordinate volunteers on the day of the event.

Qualifications:

- Must be an undergraduate alum of College of Saint Benedict or Saint John's University. Once a member has celebrated her/his 10th Reunion, she/he will no longer be eligible to serve on the Young Alum Committee.
- Strong communication skills as the position involves connecting and coordinating with various groups of people.
- Ability to multitask and prioritize assignments.
- Passion and commitment to support the mission, vision and goals of College of Saint Benedict and Saint John's University and their alums.

- Ability to collaborate with fellow Young Alum Committee members and work as a team player.
- Ability to travel for occasional events (3-4 times per year) and attend all YAC Quarterly Meetings (4 per year).
- Willingness to submit a monthly report of volunteer activities.

Training Requirements:

- Attend the Young Alum Committee orientation session with fellow Young Alum Committee members during the summer-approximately 5 hours in length.
- Attend meetings and events within the Minneapolis/St. Paul and surrounding area.
- 1-hour orientation video chat.

Time Commitment:

- 1-2 hours per week for related work. Time leading up to REDTalks will require 3 or more hours based on event progress.
- 3-4 yearly events where volunteers are needed with 3-4-hour time commitments.
- Quarterly in-person meetings in the Twin Cities with the Young Alum Committee.
- Periodic check-ins with Staff Liaisons and YAC Co-Chairs via emails and phone calls.

Benefits:

- Gain valuable work experience in order to develop and refine professional skills.
- Positive contribution to CSB/SJU and community.
- Portfolio of work built over the course of volunteer term.
- Expanded professional network and collaborative work with CSB and SJU Alum Board volunteers.
- Free access to Young Alum Community events.

CSB/SJU Expectations:

- Act as a role model- contributing time, talent, and make a financial gift for the well-being and success of CSB/SJU.
- Act as ambassadors of CSB/SJU in your respective communities, promoting CSB/SJU as opportunities arise.
- Participate fully in the execution of your volunteer assignment by communicating effectively to fellow Young Alum Committee members and individuals within the CSB/SJU community.
- Be reliable and able to meet deadlines of various tasks assigned.
- Maintain confidentiality as certain pieces of information shared should not be disclosed to others outside of the Young Alum Committee.

I have read and understand the details for this position description. I understand by signing below that I agree to the terms of this position outlined above.

Name (print): _____

Signature: _____ Date: _____

Supervising Staff Signature: _____ Date: _____