



QUEEN'S STUDENT  
ALUMNI ASSOCIATION

## POSITION DESCRIPTION



# Vice President Giving Queen's Student Alumni Association (QSAA)

### Position Summary:

As a member of the Queen's Student Alumni Association (QSAA) Executive Leadership Team (ELT), and the ThankQ Executive Team, the Vice President (VP) Giving will be responsible for the graduating class faculty gift champions and educational opportunities for philanthropic initiatives on campus.

The VP Giving will work with Office of Advancement staff supporters in the identification and implementation of annual ThankQ and QSAA and strategic priorities, working directly with the Faculty Societies and student Special Interest Giving projects. This position will report to both the QSAA President and the Chair of the ThankQ Committee.

### Major Responsibilities:

1. Work with the QSAA Executive Leadership Team (ELT) to identify and implement QSAA goals and objectives for 2012-13
2. Attend weekly ELT and regular committee meetings to stay up to date on QSAA activities, reporting and representing ThankQ and Annual Giving priorities and activities
3. With the ThankQ team the VP Giving will engage all ten faculties/schools student bodies in identifying, setting and achieving fundraising targets, participation targets and philanthropic education initiatives for their graduating class gift
4. Recruit faculty Champions for the ThankQ committee
5. Attend weekly ThankQ meetings and report on and represent QSAA priorities and activities
6. Meet regularly with QTS supervisors to learn about and educate on current interaction between students and alumni
7. Raise the profile of student giving with Queen's students, and ensure it remains central to QSAA mandate
8. Be an active Ambassador promoting the Queen's University Alumni Association (QUAA), QSAA and ThankQ within the structure of the existing events, programs and portfolios to the AMS and student faculty societies
9. Participate in key ThankQ and QSAA events.

## 10. Make an annual gift to Queen's University

### Skill Requirements:

1. Demonstrated volunteer leadership ability
2. Strong interpersonal & communication skills
3. Experience with the department of Annual Giving and ThankQ Graduating Class Gift portfolio an asset
4. Comfort discussing the need for student financial support
5. Strategic thinking - ability to develop "big picture" annual priorities

### Training Offered:

1. Overview and history of QSAA and ThankQ
2. Structure of the Office of Advancement
3. Fundraising priorities of Queen's University
4. Gift Processing & Canada Revenue Agency regulations
5. If and when available webinars about student Advancement activities at other universities

### Time Commitment:

This volunteer position is an eight month commitment (September 1, 2012 - April 30, 2013) with some planning over the summer months.

The average time commitment would be 6-8 hours a week for each term, depending on event and meeting activity.

For each of the Executive Leadership Team meetings, preparation of a Giving Activities report is expected. This report will detail the ongoing and annual activities and priorities of the student philanthropy projects and updates.

### Staff Support:

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