



Virginia Club of New York

In residence at the Yale Club of New York City

EMPLOYMENT OPPORTUNITY

Position: Executive Director, Virginia Club of New York

Organization: Informally in existence since the late 1830s, The Virginia Club of New York became a non-profit organization and found residence at the Yale Club of New York City in the early 1990s. The Virginia Club of New York provides its members with engaging social, athletic, networking, and cultural opportunities. Every two years, the Virginia Club seeks a recent graduate to serve as Executive Director and run the Club's day-to-day operations, marketing, membership, and event efforts. Preference given to 2019 graduates.

Desired Qualifications:

- Strong interpersonal, decision making, written, and communication skills
- Ability to prioritize, multi-task, and remain extremely organized given a wide variety of responsibilities
- A self-motivated individual who is comfortable working independently
- Ability to engage, motivate, and manage a large and diverse group of volunteers
- A social and outgoing individual with a strong commitment to the University of Virginia
- Strong marketing skills with considerable experience in online/social media platforms; a working knowledge of graphic design and HTML programs preferable
- Strong analytical skills with experience in data and analytics
- Proficiency in Microsoft Excel, Outlook, and Word required
- Authorization to work in the United States

Responsibilities:

- Manage administrative aspects of the Club's office including email and phone correspondence, reporting, and database/office systems maintenance
- Serve as primary point of contact for members and membership inquiries on behalf of the Club
- Event planning and on-site management of Club programs, including social, community service, athletic, cultural, educational, and informational activities for UVA alumni, current/prospective students and faculty, friends, and families
- Implementing the goals of the Club's Board of Directors and Committees; Committees include Admissions, Events, Community Service, and Membership & Marketing
- Supporting the efforts of the Club's Communities of Interest; Communities of Interest currently include Hoos in Entertainment, Hoos Hungry, STUDIO, and WahooLaw
- Marketing the Virginia Club of New York through the production of a weekly e-newsletter, maintaining the Club's website, and increasing the Club's social media presence
- Liaise with the University, and coordinate events sponsored by the Office of Regional Engagement, Alumni Association, and Office of Undergraduate Admissions, among others

Salary: Competitive entry-level salary with bonus potential

Benefits: Health/Dental insurance, Yale Club Membership (www.yaleclubnyc.org) including Athletic Package, and windowed private office

Employment Period: Summer 2019 – Summer 2021

Contact: Submit cover letter and resume to:

EricaJoy Oliverio
Executive Director, Virginia Club of New York
50 Vanderbilt Avenue
New York, NY 10017
(212) 716-2142
uvanyc@uvanyc.org or coliverio@yaleclubnyc.org
www.uvanyc.org

Application Deadline: Wednesday, January 30, 2019



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Overview of Responsibilities (including but not limited to)

Event Planning

- Participate in, promote, and host programs and events sponsored by the Club
- Motivate and encourage the Board of Directors, Committee members, and volunteers to help implement the Club's programs and events
- Arrange program and event logistics, including outlining financial responsibilities with the Club's Treasurer
- Publicize, market, and advertise all the Club's programs and events
- Network with all identifying alumni within the context of the Club's programs and events

Membership

- Coordinate marketing and advertising of clubhouse and social membership
- Recruit new members and network with current members to strengthen and deepen involvement with the Club
- Distribute membership materials and answer inquiries
- Provide tours to prospective clubhouse members
- Act as liaison to Yale Club Membership Services Office
- Process memberships in the Yale Club membership database
- Provide excellent customer service for all members

Board of Directors Interaction

- Schedule and attend monthly Board of Directors meetings and provide necessary logistical support
- Create and assist with meeting agendas, reports, and other documents
- Work with Committee Chairs to calendar regularly scheduled meetings, attend as necessary, and provide requested logistical support
- Prepare and send meeting minutes
- Provide membership and event data, as requested, and prepare reports for the Board of Directors
- Meet with the President and Treasurer as necessary to discuss Club business
- Provide administrative assistance to the Club President

Liaise with Charlottesville

- UVAClubs Office of Regional Engagement
- Alumni Association
- Office of Undergraduate Admissions
- Development Office
- Athletics Office/Virginia Athletics Foundation
- Young Alumni Council
- Trustees
- Various student organizations

Salary and Benefits

Annual Salary: Competitive entry-level salary with bonus potential based on member recruitment/retention and overall satisfaction (to be determined by the Board of Directors)

- Medical and dental insurance
- Yale Club membership, including basic Athletic Package
- Complimentary lunch at the Yale Club's cafeteria, as provided to Yale Club employees
- Reimbursement for Club-related trips to Charlottesville, such as the UVA Clubs Leadership Conference
- Two weeks (10 business days) vacation, 3 personal days, 6 sick days, and holidays (University holidays as reviewed with the Executive Board)
- Option to enroll in a 401k Plan after 1 year of employment
- Travel reimbursement for transportation home from work after 8:30pm