

## 2017 Cayuga's Watchers Executive Board: Application Information



### **Introduction**

Thank you for considering running for a position on the 2017 Cayuga's Watchers Executive Board. Cayuga's Watchers is a 501(c)3 nonprofit organization dedicated to mitigating the risks of high risk drinking at Cornell. Being on the Executive Board of a 501(c)3 nonprofit is no small commitment – your work will require a lot of time, dedication and passion. Of course, taking on a board position is incredibly rewarding in several philanthropic, social, professional and educational-related capacities. We assure you that being a part of our board will be a defining aspect of your Cornell experience. In this document, you will find descriptions of open positions, details about the application process, and contact information of current position holders. We highly recommend that you reach out to current position holders to speak with them about their experience and receive advice regarding the application process. Please reach out to Drew Lord, [president@cayugaswatchers.org](mailto:president@cayugaswatchers.org), or Amanda Yellen, [humanresources@cayugaswatchers.org](mailto:humanresources@cayugaswatchers.org), with any questions.

### **Open Positions**

#### **Director of External Operations (20-25 hours/week)**

- Oversee entire branch of external operations, including the positions of finance, outreach, public relations, programming, and development;
- Serve as President's partner in all external strategy and development capacities;
- Explore ways to improve corporate governance, financial sustainability and national expansion;
- Meet with charitable donors and ensure the presence of revenue streams in the short and long terms.

Necessary skills: Leadership, interpersonal, organizational, creative, financial, public relations, professional, problem-solving.

#### **Vice President of Finance (10-15 hours/week)**

- Update and modify financial models, forecasting expenses and revenues and compiling other financial projections;
- Maintain a record of all cash flows and weekly reconciliations of bank statements, keeping receipts on file and assist auditors during annual check-ins;
- Report to Board of Directors with financial statements, proving summaries of financials activities including cash flow statements, balance sheets and other statements.

Necessary skills: Finance, analytical, accounting, fundraising.

#### **Vice President of Outreach (10-15 hours/week)**

- Contact outside organizations on a weekly basis and encourage them to book our services for upcoming social events;
- Explore outreach into different communities, particularly those outside of Greek life.

Necessary skills: Interpersonal, communication, persuasion, networking.

#### **Vice President of Public Relations (10-15 hours/week)**

- Design infographics, flyers, posters, and social media images to boost campus brand and improve presence on campus;
- Post content to our Facebook, Instagram & Twitter feeds, aiming to keep followers engaged and inspired by our efforts.

Necessary skills: Graphic design, branding, public relations, communications, social media, creativity.

#### **Vice President of Programming (10-15 hours/week)**

- Spearhead photo campaigns, co-sponsorships, awareness weeks and more programming events to engage students with our brand;
- Work alongside public relations and finance to assist in programming activities relating to branding and fundraising.

Necessary skills: Event planning, communications, public relations, branding.

**Vice President of Development (10-15 hours/week)**

- Apply to grants, contact foundations and explore ways to expand revenue streams outside of charitable donations;
- Assist President and Director of External Operations with donor relations, organizing fundraising records and preparing materials for donor outreach.

Necessary skills: Written, verbal organizational, communication, professional.

**Vice President of Scheduling (10-15 hours/week)**

- Serve as liaison between hosting organizations and internal employees, organizing the staffing of each event while facilitating communications between employees and event hosts;
- Explore ways to improve the ease of the scheduling process.

Necessary skills: Organizational, communicative, highly-responsive, reliability.

**Vice President of Human Resources (10-15 hours/week)**

- Onboard new employees through internal human resources system, Zenefits;
- Manage payroll, direct deposit enrollment and current compliance procedures;
- Work closely with training and recruitment to attract and retain high quality employees;
- Coordinate and spearhead meetings and networking events for employees.

Necessary skills: Organizational, communicative, leadership, event-planning.

**Application Process**

1. Reach out to former position holder of the position you plan on applying for and ask to meet about their experience on the Executive Board and in their role (suggested). Contacts for current position holders are below.
2. Submit a brief (100-200 words) letter of intent and resume via email to BOTH [president@cayugaswatchers.org](mailto:president@cayugaswatchers.org) and [humanresources@cayugaswatchers.org](mailto:humanresources@cayugaswatchers.org) by Monday, Nov. 7 at 11:59PM.
3. If you are selected for a first-round interview, you will be contacted during the week of Nov. 7. First round interviews will take place Friday, Nov. 11, Saturday, Nov. 12, and Sunday, Nov. 13.
4. Second round follow-up interviews will likely occur Sunday, Nov. 13 after 6:00pm.
5. Applications will be notified of decisions by Monday, Nov. 14.

Note: Applicants may only apply to one position, but there is always a rare chance your application might be redirected to another position at the discretion of the voting members. These redirections will be at your approval.

**Current Executive Board Contact Information**

Drew Lord, President – [president@cayugaswatchers.org](mailto:president@cayugaswatchers.org)

Ben Bacharach, Director of External Operations – [externaloperations@cayugaswatchers.org](mailto:externaloperations@cayugaswatchers.org)

Carrie Funderburk, Director of Internal Operations – [internaloperations@cayugaswatchers.org](mailto:internaloperations@cayugaswatchers.org)

Amanda Yellen, VP of Human Resources – [humanresources@cayugaswatchers.org](mailto:humanresources@cayugaswatchers.org)

Madisen Swallow, VP of Recruitment – [recruitment@cayugaswatchers.org](mailto:recruitment@cayugaswatchers.org)

Alex Kalos, VP of Finance – [finance@cayugaswatchers.org](mailto:finance@cayugaswatchers.org)

Rachel Reisman & Charlie Kramer, VP of Outreach – [outreach@cayugaswatchers.org](mailto:outreach@cayugaswatchers.org)

Declan Abernathy, VP of Training – [training@cayugaswatchers.org](mailto:training@cayugaswatchers.org)

Lauren Clay, VP of Scheduling – [scheduling@cayugaswatchers.org](mailto:scheduling@cayugaswatchers.org)

Brendon Frankel, VP of Development – [development@cayugaswatchers.org](mailto:development@cayugaswatchers.org)

Gabe Joseph, VP of Data Analysis – [analysis@cayugaswatchers.org](mailto:analysis@cayugaswatchers.org)

Andrea Farr, VP of Public Relations – [publicrelations@cayugaswatchers.org](mailto:publicrelations@cayugaswatchers.org)

Julie Gokhman, VP of Programming – [programming@cayugaswatchers.org](mailto:programming@cayugaswatchers.org)