

Vice President – Finance

About the role

You will work with our board members to identify and execute on opportunities to raise funds for our organization. This includes, but is not limited to managing funds through Associated Students, collaborating with corporate sponsors, and leading fundraising events. This is an opportunity to gain experience working in a team setting, contribute to our event operations, and network with industry professionals,

Responsibilities

- Serve as treasurer and chief financial officer.
- Prepare and maintain an annual budget
- Administer the organization funds as directed by the President and the rest of board.
- Oversee any sales.
- Oversee corporate and institutional sponsorships.
- Assist in the transition of the newly elected officers

Qualifications

- Prior experience with event planning
- Knowledge in completing TAP forms & applying for AS funding
- Prior experience managing funds for an organization a plus