



Position Title: Alumni President – Alumni Association

Department: Scholar Advancement

Reports To: Director of Scholar Advancement

Position Summary: Successteam Alumni Association President serves as the leading alumni representative of Successteam Foundation for Youth Development and helps strengthen the connection between Successteam, its growing alumni community, and current scholars. The President is responsible for helping activate alumni, strengthen alumni participation, elevate the alumni voice, and create meaningful opportunities for graduates to remain connected to Successteam through leadership, mentoring, service, networking, and engagement.

Position Term: Alumni President serves a two-year term, aligned with the Successteam program year, with eligibility for renewal based upon performance, organizational need, and continued eligibility. A transition period should occur between outgoing and incoming Presidents to maintain continuity.

Key Responsibilities include:

Alumni Leadership & Engagement

- Serve as a visible leader and ambassador for the Successteam Alumni Association.
- Build relationships with Successteam alumni and encourage continued participation in the organization.
- Promote a culture in which alumni remain invested in the scholars and communities coming behind them.
- Serve as the designated Alumni Association representative to the Successteam Board of Directors.
- Help maintain consistent communication between Successteam and its alumni community.

Alumni Directory Engagement

- Maintain Alumni Directory | collect updated alumni information, including college enrollment, educational attainment, career status, contact information, accomplishments, and engagement interests.

Alumni Day

- Serve as the primary alumni leadership representative in the planning and execution of Successteam Alumni Day.

Alumni-to-Scholar Connection

- Identify opportunities for alumni to engage directly with current Successteam scholars. Recruit alumni to participate in college panels, career conversations, mentoring, Youth Council sessions, SLA, SJLA, service experiences, and other organizational activities.
- Help current seniors understand opportunities to remain involved with Successteam after graduation.



Preferred Qualifications | Alumni President should:

- Be a graduate/alumnus of Successteam programming.
- Demonstrate continued alignment with Successteam's mission, values, and expectations.
- Preferably be a seasoned college student, recent college graduate, young professional, or similarly positioned emerging leader.
- Demonstrate maturity, reliability, professionalism, and strong communication skills.
- Possess an interest in leadership, networking, mentoring, community engagement, and alumni development.
- Be comfortable communicating with fellow alumni, current scholars, staff, Board members, partners, and community stakeholders.
- Demonstrate the ability to accept coaching, meet expectations, and follow through on commitments.
- Remain in good standing with Successteam throughout the term.

Alumni President's success should be evaluated primarily through:

- Increased alumni engagement and participation.
- Consistency of monthly alumni communication.
- Successful execution and participation surrounding Alumni Day.
- Increased alumni involvement in current scholar experiences.
- Activation of alumni during relevant college and career experiences.
- Improved alumni information and connection.
- Consistent participation in required meetings and organizational responsibilities.
- Successful identification and preparation of future alumni leadership.