



## VACANT BOARD POSITION:

### Board member with responsibility of Communication

JIBS Alumni Association (JAA) provides JIBS graduates with a professional network connecting over 6,000 alumni and fellow exchange students around the world. JAA is an independent organization with its own strategies and targets, with a close collaboration with JIBS. Together we are making JIBS Alumni the best alumni network in Northern Europe.

*Our mission is to support JIBS Alumni in achieving professional success and we believe that having a strong, international network plays an integral part in this process. By collectively building a global network of successful professionals, united by the JIBS experience, we inspire and support each other in achieving our personal goals.*

*We envision a dynamic, diverse and international network of JIBS graduates, who challenge and support each other. Throughout a variety of activities happening all the time we stay connected around the globe. We are a solid association to rely on by all our stakeholders, keeping the JIBS spirit thriving.*

JAA is entering an exciting phase with developing the entire organization and meeting new criteria's.

The following years will focus on:

- International expansion of the alumni network
- A growing network of JIBS alumni
- Developing the digital communication
- Diversifying membership value to meet members expectations
- Increase collaborations with JAA stakeholders

Communication is vital for the organization and is considered in all aspects of the strategic and operational framework. The person(s) responsible for communication therefore has an important role by securing that the long-term communication strategy is fulfilled and being accurate in executing tasks such as email send outs and communicating with stakeholders.

Communications are responsible for:

- Strategic and operational work regarding JAA's communications; internal as well as external
- Create and ensure brand communication and awareness, in line with JAA guidelines
- Supervising the management of the association's alumni database and web-platform
- Develop and/or maintain strategic platform communications
- Preparing and developing standard operating procedures (SOP) such as send outs and campaigns.
- Create strong, ongoing client relationships, becoming their trusted partner and advisor on communication issues



### Role description

As a board member, you will experience the unique opportunity to continue strengthening the alumni organization. The board member responsible for communication will devote the main time and resources to communication, but of course also take part in every other board decision.

The board acts as a spokes body for the network on alumni matters, making strategic decisions as well as executing operational tasks. High strategic decisions will be made at the board level. Responsibilities will not be overly demanding, and it is expected to devote on average about 2-4 hours per week.

The current board is a dynamic group and is further introduced at [www.jualumni.se](http://www.jualumni.se)

### Board member

- Serve as a Board member of the JAA board
- Serve as a representative of the JAA at events and JAA functions
- Participating in board meetings (five per year)
- Participate in alumni events, whenever possible
- Collaboration with Alumni Relations Office at JIBS
- Collaboration with External stakeholders

### Relevant qualifications include

- Minimum Bachelor degree from JIBS
- Minimum 1 years of work experience
- A high level of interest working with communication, both on a strategic and operational level
- Work experience of communication is an advantage but not necessary.
- Solution oriented
- Strong communication and presentation skills, both oral and written
- Pragmatic and business-oriented
- Good knowledge in MS Excel and PowerPoint
- Fluent in English

**Location** Stockholm. Meetings are held in Stockholm, but conference calls are applicable.  
Travel to Stockholm and Jönköping in Sweden might be needed.

**Entry** May 2018  
After the nomination and election at the Annual General Meeting

**Application deadline** 15<sup>th</sup> of April, 2018  
Send your CV and cover letter to [election@jibsalumni.com](mailto:election@jibsalumni.com)

We encourage female applicants and alumni residing outside of Sweden.



For further information, please contact:

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