VP of External Relations - Job Description

IAAS World is looking for the next passionate IAAS member to work as Vice President of External Relations from September 2018 through August 2019. As a Vice President of External Relations, you will have a crucial role leading the marketing and fundraising strategies for IAAS World and shaping IAAS together with your colleagues in the Executive Board.

In order to continue the growth of our organization, IAAS is looking for high potentials who want to start a 1 year adventure in an international management position.

When considering to apply for this job, feel free to contact current VPER, Luis Gandarillas, via vppartnership@iaasworld.org. He will be more than happy to answer your questions, to discuss your doubts and to provide you an insight in the current work and plans of the international board.

What IAAS offers?

- Boost your team player & management skills (EB &CB, External Relations Board and Regional External Relations Coordinator)
- Work experience in a dynamic, entrepreneurial and friendly environment
- Develop your talent and improve your soft skills in an international young team
- Grow your network with youth leaders and international organization’s personnel
- Flexibility and space for individual goals and development

Requirements

- **Passion** for the **development** of IAAS and its members
- **Fluent English** speaking, reading, and writing
- Reliable and constant access to a **good internet** connection which supports audio internet calls, including a computer microphone and camera
- Membership to a **full member** IAAS committee
- Able to **travel** frequently
- Independently **motivated**
- Good knowledge of the **Study Abroad Program** and how it functions
- Good knowledge of the **International Conference of Youth in Agriculture** (ICYA) and event organizing skills
- Previous **fundraising experience**

Commitment

- Willingness to move abroad for at least one of the 2 semesters (at Leuven, Belgium)
- Time to devote yourself to IAAS from August 2018 through August 2019
- A minimum weekly timely commitment of 6 days a week
- Attend the **Strategy Meetings** during 2018-2019; First Strategy Meeting will be August/September 2018
- Attend the **General Assembly** during WoCo 2019
- Reliable and committed to IAAS!
Tasks of an IAAS VP of External Relations

You will start a 1-year work experience in a NGO field adding value to our organization and your professional development.

- Responsible for the organizational development of marketing strategy and activities of global operations across more than 50 countries
- Responsible of the global strategy of fundraising of the Association
- Prepare documents and maintain a database for partners and sponsors for IAAS World
- Responsible for contact to inter-governmental organizations like the European Union (EU), UN-bodies, African Union (AU), Association of Southeast Asian Nations (ASEAN) and the Organization of American States (OAS)
- Representation of IAAS World in international conferences, congresses and meetings
- Responsible for the function of IAAS Study Abroad Program
- Responsible for the organization of International Conference of Youth in Agriculture (ICYA).

Constitutional duties

According to the IAAS Constitution, the Vice President of External Relations is held responsible for the following tasks during his term in IAAS:

**Article 7.4 Duties of the Vice-President of External Relations**

7.4.1 To be responsible for the fundraising activities of the Association with the support of the Vice President of Finance.

7.4.2 Attract sponsors and apply and search for grants and foundations with the support of the Vice President of Finance.

7.4.3 Cooperate and help committees attract sponsors for international meetings according to the financial division accepted by the GA.

7.4.4 Prepare documents and maintain a database for partners and sponsors for IAAS International.

7.4.5 Assist Committees in preparing partnership documents for any kind of IAAS activities if requested by the Committee.

7.4.6 Responsible for contact to inter-governmental organisations like the European Union (EU), UN-bodies, African Union (AU), Association of Southeast Asian Nations (ASEAN) and the Organization of American States (OAS) where it could serve a purpose for IAAS.

7.4.7 Responsible for the implementation of the Study Abroad Program, preferably via the Study Abroad Coordinator within the VP Board.
7.4.8 Responsible for the coordination and supervision of the annual International Conference for Youth in Agriculture (ICYA) so that the event is organised according to the standards of IAAS World. That includes:

- coordination of the organisers
- help with the fundraising
- attraction of partners and sponsors
- promotion of the event through IAAS network and IAAS partners' network
- providing the sponsorship document and all the necessary tools by IAAS World