

# Development & Outreach

## Job Description and Responsibility

Commitment (approx): 8 to 12 hours average per month.

Duration of Assignment: Two year renewable term. Appointed by unanimous Board's approval. When personal priorities take precedence, notify the Board to find a replacement

Benefits to Volunteers:

•Personal gratification of giving back to alma mater by building the best alumni foundation

Roles & Responsibilities:

- Liaison with IITR Director, Dean, Head of Departments and Faculty at IITR
- Evangelize and facilitate implementation of appropriate IITRHF programs on IITR campus
- Evangelize IITRHF at PanIIT conferences and IIT alumni events
- Assist President in day to day operation as required from time to time
- Focal point for communication to existing & potential donors
- Publish quarterly and annual newsletters
- QA/QC on web postings
- Work with all other officers on brainstorming new ideas
- Attend monthly board meetings
- Any other activities as required from time to time



*Together, for Roorkee ...*



*We can make a difference.*

**SUPPORT.....**

- ◆ Excellence Awards
- ◆ Research & Publications
- ◆ Internships & Placement
- ◆ Entrepreneur Mentoring
- ◆ Alumni Guest Lectures

**IITR HERITAGE FUND**



**IITR**

[WWW.IITR-HERITAGEFUND.ORG](http://WWW.IITR-HERITAGEFUND.ORG)



Indian Institute of Technology  
Roorkee