

To apply for a GPE Fellow position: Submit an updated resume and cover letter to gsasprofessionaldevelopment@yale.edu with the subject header “[Name of Fellow position]” by Sunday, July. 14 at 11:59 p.m.

YaleSOAR Fellow—Yale College Office of Development

Mentor: Abby Douglas, Assistant Director, Student Engagement, Yale College Office of Development

Fellow Title: YaleSOAR Fellow—Yale College Office of Development

Organization Name: Yale College Office of Development

Organization Website: <https://yalecollege.yale.edu/get-know-yale-college/directory/yale-college-office-development>

Organization Description:

The Yale College Office of Development (YCODV) secures gifts for a range of programs and supports student fundraising across Yale College. YCODV collaborates with students, donors, and the Dean’s Office to reflect evolving campus priorities and maximize donor impact. YaleSOAR (Student Orgs Annual Raise) is student-led giving week hosted by the Yale College Office of Development during which registered undergraduate student organizations connect with alumni, parents, and friends through custom campaigns in an online social fundraising platform. Last year’s pilot of the giving week was a great success, and in year two, the Yale College Office of Development hopes to expand the program and create internal support systems for student leaders.

GPE Fellow Responsibilities:

Working closely with the core YaleSOAR (Student Orgs Annual Raise) team, the YaleSOAR Fellow will serve as primary coordinator for a new group of 10-15 staff advisors, who will support student groups as they move through the process. The Fellow will be the “point person” for this group of staff, creating original onboarding materials, fulfilling project management and coordination needs at key points throughout the student-advisor relationship, and serving as a liaison and partner to colleagues across the Office of Development. In addition, and dependent on bandwidth, the Fellow may assist with other YaleSOAR duties, such as helping to plan in-person events and coordinating key communications.

Fellow responsibilities:

Create and maintain onboarding documents & instructional packet for advisors

Create and manage system for advisors to review student applications; organize key information about approved applications, next steps, and advisor notes

Communicate and reiterate key instructions to advisors throughout the different phases of the YaleSOAR process

Serve as liaison between advisor group and core YaleSOAR team, fielding & investigating questions, communicating upcoming needs or concerns, etc.

Step in to support in-person or virtual advisor interactions with student groups as needed

Coordinate meetings between students and staff, including agendas, room reservations, and calendar invites

Track completion of requirements by student groups for advisor reference

Assist with other YaleSOAR-related tasks as time allows, including event planning, creation of additional materials, final appeal review, managing YaleSOAR email inbox, and facilitating communications from YaleSOAR team to student groups

Desired GPE Fellow Qualifications:

The ideal YaleSOAR Fellow will have strong project management competency, the ability to work independently and take initiative on autonomous, long-term goals. The Fellow will utilize superb people skills and displaying a high level of emotional intelligence with diverse collaborators, including professional staff and undergraduate student leaders. This curious and enthusiastic team player will be willing to jump in and learn where needed. Excellent written, verbal, and digital communication is a must. Familiarity with the undergraduate experience at Yale is preferred but not required.

GPE Fellow Learning Objectives:

This is a great opportunity for someone who is interested in developing project management skills, building experience as a strategic communicator and liaison, and learning more about philanthropy and volunteerism at Yale. The ideal Fellow will be a creative thought partner, proactive team player, and an integral member of the Yale College fundraising team.

Number of Available Positions: 1