

### **Alumni Relations Director**

The Alumni Relations Director will be responsible for building and maintaining relations with all Dance Marathon Alumni. The Alumni Relations Director will work under the Executive Director and Membership Director to ensure that all our alumni feel valued as continued supporters of Dance Marathon and empowered to give back and stay involved. The Alumni Relations Director is responsible for giving monthly updates to alumni as well as calling, texting, and emailing them as needed. This director will need to assist in maintaining the Dance Marathon LinkedIn and making alumni connections on that platform. Additionally, the individual in this role will need to work on seeking partnership opportunities with companies and businesses from an alumni perspective.

A good candidate for this position needs to have strengths in organization skills, time-management skills, and interpersonal skills. This individual will need to be very personable, fun to talk to, and outgoing. This is also still a very new position so this individual will need to take initiative and ownership of this role and have creative ideas on how to encourage more alumni involvement.

#### **Expected Time Commitment Per Week:**

Executive Meeting	1.5 hours
Office Hours (Minimum of 1 hour in DM office per week, located at the MU)	1 hour
Individual Work/DM Events (MMM, All-Committee Meetings, Family Events, Team Bonding, etc.)	2 to 4 hours (depending on the week)
<b>Average Time Commitment Per Week</b>	<b>5 to 7 hours per week (some weeks will be less, some will be more)</b>

If you have any questions or would like to meet with the current Alumni Relations Director to discuss anything relating to this position, please contact Brenna Fisher at [bfish31@iastate.edu](mailto:bfish31@iastate.edu)

## Community Outreach Director

The Community Outreach Director is responsible for maintaining and developing relationships on the Iowa State campus and throughout the Ames community. This includes reaching out to clubs, groups on campus, sororities, fraternities, other non-profits, and local Ames establishments to see what opportunities are to be had for developing Dance Marathon within these communities.

A good candidate for this position is charismatic, passionate about sharing DM with others, comfortable with public speaking, and someone ready to take the initiative. This is the first time this position has existed so the individual in this role should be ready to take initiative and ownership of this role as well as be open to new ideas and change. The Community Outreach Director will be expected to go in-person to other meetings, organizations, and businesses in the Ames community so someone with the availability and the means to do so is a plus. This individual also needs to be organized and have leadership qualities.

- Responsible to reaching out to clubs and groups on campus including the sorority and fraternity community
- Takes lead in partnering with clubs/organizations to spread the word about DM, this could include speaking about DM at other club meetings or at dinner announcements
- Plans all DM service opportunities where DM members can give back to the Ames community
- Acts as a liaison between ISUDM and the Ames community, which includes posting about DM events such as Stacks for Stead on the community Facebooks pages
- Goes to local businesses and non-profits in Ames to share the DM mission

### **Expected Time Commitment:**

Executive Meeting	1.5 hours
Office Hours (Minimum of 1 hour in DM office per week, located at the MU)	1 hour
Individual Work/DM Events (MMM, All-Committee Meetings, Family Events, Team Bonding, etc.)	2 to 4 hours (depending on the week)
<b>Average Time Commitment Per Week</b>	<b>5 to 7 hours per week (some weeks will be less, some will be more)</b>

If you have any questions or would like to meet with the current Community Outreach Director to discuss anything relating to this position, please contact Elisa Fisher at [ecfisher@iastate.edu](mailto:ecfisher@iastate.edu)

### **Community Partnerships Director**

The community partnership director will be responsible for maintaining and developing relationships with local businesses and contacts. They will work alongside the corporate partnership director to develop a game plan in how to go about contacting businesses to acquire food donations for all DM events. This individual will also seek donations and other forms of partnerships with businesses and contacts within the Ames community and surrounding area. This individual will need to go in-person to many of these places in order to deliver the partnership packet and develop connections as well as maintaining constant communication with potential partners and donors.

A good candidate for this position will be someone who can effectively communicate their passion for Dance Marathon with others. They will need to be driven individuals with strengths in time-management, communication, delegation, and communication. They will oversee a small committee that they will need to lead alongside the corporate partnership's director. They also need to be charismatic and persuasive at times.

#### **Expected Time Commitment Per Week:**

Executive Meeting	1.5 hours/week
Office Hours (Minimum of 1 hour in DM office per week, located at the MU)	1 hour/week
Individual Work/DM Events (MMM, All-Committee Meetings, Family Events, Team Bonding, etc.)	2 to 4 hours (depending on the week)
<b>Average Time Commitment Per Week</b>	<b>5 to 7 hours per week (some weeks will be less, some will be more)</b>

If you have any questions or would like to discuss the position please reach out to Mary Zude at [maryzude@iastate.edu](mailto:maryzude@iastate.edu)

### **Corporate Partnerships Director**

The corporate partnership director will be responsible for maintaining and developing relationships with local businesses and contacts. They will work alongside the community partnership director to develop a game plan on how to go about contacting businesses to acquire food donations for all DM events. This individual will also seek donations and other forms of partnerships with nationwide level corporations. This individual will need to develop skills in filling out donor request forms and grant applications as well as maintaining constant communication with potential partners and donors.

A good candidate for this position will be someone who can effectively communicate their passion for Dance Marathon with others. They will need to be driven individuals with strengths in time-management, communication, delegation, and communication. They will oversee a small committee that they will need to lead alongside the community partnership director. They also need to be charismatic and persuasive at times.

### **Expected Time Commitment Per Week:**

Executive Meeting	1.5 hours/week
Office Hours (Minimum of 1 hour in DM office per week, located at the MU)	1 hour/week
Individual Work/DM Events (MMM, All-Committee Meetings, Family Events, Team Bonding, etc.)	2 to 4 hours (depending on the week)
<b>Average Time Commitment Per Week</b>	<b>5 to 7 hours per week (some weeks will be less, some will be more)</b>

If you have any questions or would like to meet with the current director to discuss the position, please contact Lindy Kramer at [lk12@iastate.edu](mailto:lk12@iastate.edu)

## **Design Director**

The design director creates a variety of graphics and designs for Dance Marathon. This director works closely with the media director to plan and create content for all DM social media platforms. This director follows the brand identity of Dance Marathon at Iowa State to create consistent content within the organization. The design director must understand what good graphic design looks like and have experience with Adobe Illustrator, Adobe Photoshop, and, occasionally, Adobe InDesign. A good candidate for this position will be creative, have good time management skills, have a good eye for design, and good communication skills.

### **The responsibilities of the design director include but are not limited to:**

- Collaborate to create and execute a yearlong marketing campaign for Dance Marathon at ISU
- Coordinate photography and videography for DM events
- Assist in creating and planning DM's yearly campaign video
- Design and order all DM merchandise (t-shirts, stickers, etc.)
- Assist in managing DM at ISU social media accounts
- Go through ISU Trademark when needed

### **Expected Time Commitment Per Week:**

Executive Meeting	1.5 hours/week
Office Hours (Minimum of 1 hour in DM office per week, located at the MU)	1 hour/week
Individual Work/DM Events (MMM, All-Committee Meetings, Family Events, Team Bonding, etc.)	2 to 4 hours (depending on the week)
<b>Average Time Commitment Per Week</b>	<b>5 to 7 hours per week (some weeks will be less, some will be more)</b>

**\*If you are applying for the Design Director Position, please bring samples of your work to your interview\***

If you have any questions or would like to meet with the current Director to discuss the position, please contact Malia Taylor at [maliat@iastate.edu](mailto:maliat@iastate.edu)

## Events Director

The Events Director will manage all the logistical planning for events hosted by Dance Marathon at Iowa State University. They will oversee an events assistant director, if they choose to have one. The Events Director is also responsible for reserving rooms for meetings and other DM events, communicating with Iowa State University and the Memorial Union staff, sending events through event authorization and they will be the main point of contact for all vendors for each DM event. This person carries the most responsibility for planning and executing Dance Marathon's Big Event in the spring semester but will have plenty of help from fellow Executive members, Management Team members, and Dance Marathon Advisors. Some Big Event responsibilities include finding vendors for fun activities, writing the Big Event script, making the production slides for the main stage, and scheduling. They will also attend meetings with the Event Management Office (EMO) when needed.

A good candidate for this position will be someone who embodies qualities in leadership, organization, and time management. This person will have strengths in delegating, excellent communication skills, and accountability. This individual should also have creative ideas to encourage excitement and engagement at all DM functions. A background or major in event management/planning is a plus but not required. Everything in this role can be learned.

### **Expected Time Commitment Per Week:**

Exec Meetings	1.5 hours
Meetings with Advisors (During week)	1 hour
Meetings with the other DM Exec	1-2 hours
Office Hours (Minimum of 1 hour in DM office per week, located at the MU)	1 hour/week
Individual Work/DM Events (MMM, All-Committee Meetings, Family Events, Team Bonding, etc.)	3 hours or more (depending on the week)
<b>Average Time Commitment Per Week</b>	<b>7.5 to 10.5 hours per week (some weeks will be less; some will be more)</b>

If you have any questions or would like to meet with the current Events Director to discuss the position, please contact Maci Sullivan at [macis1@iastate.edu](mailto:macis1@iastate.edu) and/or Laura Brockhoff at [lb02@iastate.edu](mailto:lb02@iastate.edu)

### **Family Relations Co-Directors**

The Family Relations Co-Directors manage all the family relationships within Dance Marathon at Iowa State. They will oversee a committee of 25-35 people who are paired with specific families. They will be responsible for guiding and teaching their committee about respectful behavior with families and the importance of communication. The Family Relations Co-Directors are the direct point of contact for the families and all their needs and, therefore, must be organized and diligent in responding to families and planning events. The two co-directors need to collaborate and meet on a regular basis to ensure all aspects of this position are being fulfilled.

A good candidate for this position will be someone who embodies qualities in leadership and organization. This person will have strengths in delegating, time management, excellent communication skills, and accountability. They need to be creative with family events, caring for children, and an advocate for the families. Overall, these individuals need to ensure each miracle and angel family feels valued, appreciated, and supported.

### **Expected Time Commitment Per Week:**

Executive Meeting	1.5 hours/week
Meetings with Advisors (During Week)	30 min to 1 hour/week
Meetings with other DM exec (During Week)	30 min to 1 hour/week
Committee Hangouts	30 min to 1 hour/once or twice a month
Office Hours (Minimum of 1 hour in DM office per week, but usually spend more time there)	1-3 hour/week
Individual Work/DM Events (MMM, All-Committee Meetings, Family Events, Team Bonding, etc.)	3 hours or more (depending on the week)
<b>Average Time Commitment Per Week</b>	<b>7 to 10 hours per week (some weeks will be less, some will be more)</b>

If you have any questions or would like to meet with the current Families Co-Directors to discuss the position, please contact either Kaitlyn Christ at [kdchrist@iastate.edu](mailto:kdchrist@iastate.edu) or Kendra Eichhorn at [keichh@iastate.edu](mailto:keichh@iastate.edu)

## **Fundraising Director**

The fundraising director is responsible for planning fundraising events throughout the year. This includes organizing canning, concessions, givebacks, and various other fundraising events. The fundraising director's job is to ensure that Miracle Makers have plenty of opportunities to reach their fundraising goal for the Big Event. This includes developing creative ways in which Miracle Makers can meet their goal beyond just asking others for donations. Ideal candidates will show strengths in creativity, organization, time management, and be able to meet deadlines. The fundraising director's responsibilities are, but are not limited to:

- Oversee all fundraising events that they put on
- Soft Credit any Miracle Makers who get Checks/Cash
- Set up the events and make sure they run smoothly
- Be very motivated to get these events done
- Reach out to individuals about the events
- Work alongside the partnership directors
- Practice great team-building skills

### **Expected Time Commitment Per Week:**

Executive Meeting	1.5 hours
Office Hours (Minimum of 1 hour in DM office per week, located at the MU)	1 hour
Individual Work/DM Events (MMM, All-Committee Meetings, Family Events, Team Bonding, etc.)	2 to 4 hours (depending on the week)
<b>Average Time Commitment Per Week</b>	<b>5 to 7 hours per week (some weeks will be less, some will be more)</b>

If you have any questions or would like to meet with the current Fundraising Director to discuss anything relating to this position, please contact Kaitlynn Johnston at [kaitjohn@iastate.edu](mailto:kaitjohn@iastate.edu)



## **Ignite Director**

The ignite director is responsible for leading our leadership development program, Ignite. This director will work with the advisor and management team to recruit individuals who are interested in learning more about Dance Marathon and growing their leadership skills. Throughout the year they will host regular meetings with this group that will introduce them to Dance Marathon and bring in different leadership concepts. Throughout the year the Ignite Director helps this group of individuals plan and put on their own Dance Marathon event in the Spring. Since the goal of this position is to grow interest and connections in Dance Marathon for individuals, this director has a lot of freedom to introduce the ignite participants to different areas of Dance Marathon, attend different types of events, and bring in speakers to meetings. They will collaborate with exec to make sure the needs of the ignite participants are being met with the ultimate goal of preparing them to become future management and exec team members and to give them the skills to be leaders in other areas on campus.

A good candidate for this position has enthusiasm for Dance Marathon and for sharing that with others and is passionate about helping people reach their potential. Someone who is creative and open to new ideas is likely to find success in this position.

### **Expected Time Commitment Per Week:**

Executive Meeting	1.5 hours/week
Ignite Meetings	1 hour/week
Office Hours (Minimum of 1 hour in DM office per week, located at the MU)	1 hour/week
Individual Work/DM Events (MMM, All-Committee Meetings, Family Events, Team Bonding, etc.)	2 to 4 hours (depending on the week)
<b>Average Time Commitment Per Week</b>	<b>5 to 7 hours per week (some weeks will be less, some will be more)</b>

If you have any questions or would like to discuss the position please reach out to Treyton Turnbull at [Tntbull2@iastate.edu](mailto:Tntbull2@iastate.edu)

## **Media Director**

The Media Director creates and upholds the “brand” of Dance Marathon at Iowa State by managing Public Relations and Marketing. Overseen by the VP of External Outreach and working alongside the Design Director, the Media Director manages various social media platforms, updates the club website, meets with the rest of the Executive Board to plan the Big Event and promotes the organization and its many efforts throughout the year. This director also informs people about meetings and answers Instagram/Facebook DMs in a timely manner.

A good candidate for this position would be someone with excellent written and visual communication skills, the ability to work well with a team, and strong leadership qualities. This person must meet deadlines, hold themselves accountable, and be creative. A background in social media, communications, and PR would benefit a candidate for this position.

- Manage all DM social media accounts which includes finding photos, requesting graphics, and drafting captions that fit the brand language
- Collaborate to create and execute a yearlong marketing campaign for Dance Marathon at ISU
- Coordinate photography and videography for DM events
- Assist in creating and planning DM’s yearly campaign video
- Update the DM website

### **Expected Time Commitment Per Week:**

Executive Meeting	1.5 hours
Office Hours (Minimum of 1 hour in DM office per week, located at the MU)	1 hour
Individual Work/DM Events (MMM, All-Committee Meetings, Family Events, Team Bonding, etc.)	2 to 4 hours (depending on the week)
<b>Average Time Commitment Per Week</b>	<b>5 to 7 hours per week (some weeks will be less, some will be more)</b>

If you have any questions or would like to meet with the current director to discuss anything relating to this position, please contact Malia Taylor at [maliat@iastate.edu](mailto:maliat@iastate.edu)

## **Morale Director**

The Morale Director is responsible for bringing fun to all things Dance Marathon. They take the lead in planning all Dance Marathon Miracle Maker Meetings which includes brainstorming fun, unique, inclusive ways for all DM members to have a good time. The Morale Director will oversee the Recruitment and Morale committee alongside the Recruitment Director. This individual will maintain constant communication with all Morale Captains. They will need to lead this group in motivating Miracle Makers to show up, get involved, and have fun. This individual will work very closely alongside the Recruitment Director to ensure everyone on Iowa State's campus feels welcomed and excited in our organization.

A good candidate for this position will be someone who has contagious energy, is personable, and is very comfortable with public speaking and capturing a crowd. This individual will need to have strengths in leadership, delegation, time management, and communication skills. This individual needs to be creative in developing new ideas to keep morale high within all levels of Dance Marathon, including, but not limited to, Miracle Makers, Committee, and Exec.

### **Expected Time Commitment Per Week:**

Executive Meeting (Sunday)	1.5 hours
Office Hours (Minimum of 1 hour in DM office per week, located at the MU)	1 hour
Individual Work/DM Events (MMM, All-Committee Meetings, Family Events, Team Bonding, etc.)	2 to 4 hours (depending on the week)
<b>Average Time Commitment Per Week</b>	<b>5 to 7 hours per week (some weeks will be less, some will be more)</b>

If you have any questions or would like to meet with the current R&M Directors to discuss anything relating to this position, please contact Reese Berndt at [rberndt7@iastate.edu](mailto:rberndt7@iastate.edu) or Elizabeth Blandin at [blandine@iastate.edu](mailto:blandine@iastate.edu)

## **Recruitment Director**

The Recruitment Director is responsible for leading all recruitment efforts for Dance Marathon and finding creative ways to get everyone involved on campus. They take the lead in planning all Dance Marathon recruitment activities such as tabling and recruitment push days. Their attendance at recruitment events throughout the year is expected, which includes events like DIS and Clubfest. They will assist in planning all Dance Marathon Miracle Maker Meetings, which includes public speaking. This individual will work very closely alongside the Morale Director, ensuring everyone on Iowa State's campus is welcome to join and excited to be in our organization. They also oversee the R&M committee alongside the Morale Director.

A good candidate for this position will be determined, persistent, and very comfortable with public speaking and sharing the mission of Dance Marathon. This individual will need to have strengths in leadership, delegation, time management, and communication skills. This individual needs to be creative in developing new recruitment ideas to increase involvement within Dance Marathon.

### **Expected Time Commitment Per Week:**

Executive Meeting	1.5 hours
Office Hours (Minimum of 1 hour in DM office per week, located at the MU)	1 hour
Individual Work/DM Events (MMM, All-Committee Meetings, Family Events, Team Bonding, etc.)	2 to 4 hours (depending on the week)
<b>Average Time Commitment Per Week</b>	<b>5 to 7 hours per week (some weeks will be less, some will be more)</b>

If you have any questions or would like to meet with the current R&M Directors to discuss anything relating to this position, please contact Reese Berndt at [rberndt7@iastate.edu](mailto:rberndt7@iastate.edu) or Elizabeth Blandin at [blandine@iastate.edu](mailto:blandine@iastate.edu)

**Stewardship Director:**

The Stewardship Director is responsible for making all DM stakeholders feel valued and appreciated, especially our members. They are responsible for maintaining relationships with partners, sponsors, on-campus organizations, and other affiliated organizations with Dance Marathon. It is important to show gratitude for those that support us. The individual in this position needs to have creative ideas to accomplish these goals. This individual is also responsible for choosing incentives for our members. The Stewardship Director will also oversee a small committee that they will be responsible for delegating to.

A suitable candidate for this position will be someone who embodies qualities in leadership and organization. This person will have strengths in delegating, time management, excellent communication skills, and accountability. They need to be creative with ways in which to thank our members. Overall, these individuals need to ensure each stakeholder of DM feels valued and appreciated.

**Expected Time Commitment Per Week:**

Executive Meeting	1.5 hours/week
Meetings with Advisors (During Week)	30 min to 1 hour/week
Meetings with other DM exec (During Week)	30 min to 1 hour/week
Committee Hangouts	30 min to 1 hour/once or twice a month
Office Hours (Minimum of 1 hour in DM office per week, but usually spend more time there)	1-3 hour/week
Individual Work/DM Events (MMM, All-Committee Meetings, Family Events, Team Bonding, etc.)	1.5-2 hours (depending on the week)
<b>Average Time Commitment Per Week</b>	<b>5 to 8 hours per week (some weeks will be less, some will be more)</b>

If you have any questions or would like to meet with the current Stewardship Director to discuss the position, please contact Katie Casady at [kcasady@iastate.edu](mailto:kcasady@iastate.edu)

## Youth Outreach Director

The person with the role of Youth Outreach Director manages all relations and communications with the active Youth Outreach schools, while reaching out and connecting with new and old schools to partner with Dance Marathon at Iowa State. They will meet with all potential new schools via zoom or in-person, if it can be arranged, to discuss what Dance Marathon could look like for each individual school and district, as well as maintain quick and quality communication with all schools. They will oversee a committee of 5-12 people who are paired with active schools to help with communications and connect with new schools. The YO Director will plan an event for the active high schools, such as a retreat or social event to maintain positive relationships and connections with the high schoolers. The YO Director will also attend all mini events that are put on by our Youth Outreach Programs, typically held in the spring, and manage all other Iowa State Representatives in attending these events.

A good candidate for this position is passionate and knowledgeable about Dance Marathon, as they will have to communicate with many schools on best practices, fundraiser/event ideas, and why they should get and stay involved with Dance Marathon. This person will have strengths in communication skills, delegating, time management, and organization as they will need to keep track of all schools, where they are at in fundraising, and how they can best help them. A good candidate will be creative in how to best fit Dance Marathon fundraisers and events towards all age levels to increase involvement with elementary and middle schools. This person will need to make sure each school feels valued and supported every step of the way.

### **Expected Time Commitment Per Week:**

Executive Meeting (Sunday)	1.5 hours
Office Hours (Minimum of 1 hour in DM office per week, located at the MU)	1 hour
Individual Work/DM Events (MMM, All-Committee Meetings, Family Events, Team Bonding, etc.)	3 hours (depending on the week)
<b>Average Time Commitment Per Week</b>	<b>7 to 10 hours per week (some weeks will be less; some will be more)</b>

If you have any questions or would like to meet with the current Youth Outreach Director to discuss the position, please contact Kelsie Anderson at [k22339@iastate.edu](mailto:k22339@iastate.edu)