
DeGroote Finance Association 2017/2018 Executive Team

The DeGroote Finance Association is one of the largest and longest-standing clubs at McMaster, with over 200 members every year. The DFA is a student-run organization and our mission is to help our members secure internships and full-time careers in the exciting financial services industry.

What's in it for you?

We are rapidly expanding and have a larger professional network than ever before. We have more corporate sponsors and more alumni in industry than we ever have - and we are looking to capitalize and build on this momentum. With many ideas for new events in our pipeline, this is your chance to stand out amongst your peers, meet many successful professionals in finance and accounting, and have many opportunities to prove yourself.

Take a look below at the positions we are hiring for and apply with confidence!

Requirements

All members of the executive are required to:

- Attend all meetings and events
- Promote DFA events to their respective year by in-class announcements and posters

Applications must include cover letter and resume. Cover letter should answer *why you are interested in the DFA AND why you are the best candidate for the position*. Please highlight which position interests you most. Applications can be sent to info@degrootefinance.com. Only qualified applicants will be contacted for an interview. Deadline is 11:59pm on Monday, April 3rd, 2017.

Director, Finance

- Prepare a detailed financial budget for the year
- Maintain control over all cash flows and expenses
- Control of all financial matters and main contact with the bank
- Generate and submit annual budget to DCS and MSU
- Assure that all accounts receivable and payable are settled
- Research about different cost saving opportunities that are available to the clubs as an MSU and DCS member
- Make sure that the event related expenses are shared fairly between the clubs that DFA is collaborating with

Director, Corporate Development

- Strong communicator who can secure sponsors for the DFA - summer commitment necessary & lead all sponsorship initiatives with the executive members
- First line of communication and main contact for sponsors and external delegates
- maintain relations with past and new corporate sponsors
- Maintain the sponsorship package

Director, Marketing

- Lead all marketing campaigns within DeGroote; strong multimedia skills required
- Build membership through multiple DFA marketing campaigns
- Maintain and update the DFA website as well as all social media platforms
- First line of communication for contacting all members

Director, Logistics

- Organize membership campaign and maintain up-to-date membership list
- Coordinate room locations for events hosted and internal meetings
- Coordinate Clubs Fest and all Frosh week events
- Coordinate DCS BBQ presence for DFA
- Room bookings
- Catering
- Booking tables for Clubs Fest
- DCS cookout
- Book tables for membership sales
- Research different campus events where DFA can have a formal presence

Director, Communications

- First line of communication to all finance faculty at DeGroote
- Work closely with Director, Marketing to effectively communicate with our members and executive team
- Promote club events via many outlets: Email, Facebook, Twitter, mailing lists, signage, word-of-mouth, etc.
- Research about the different faculty members who have industry experience and contacts.
- Posting industry relevant articles and discussion topics on our club Facebook page