

Job Description

MIT Alumni Association Annual Giving Board Member

DESCRIPTION OF COMMITTEE RESPONSIBILITY

Article V, Section 2 (c) of the Association Bylaws provides: “The MIT Annual Giving Board serves as an advisory committee that helps foster a culture of giving to MIT. The committee advises on strategic fund-raising matters and provides alumni/ae leadership to support the Institute’s highest priorities.” The Annual Giving Board works with the staff to solicit annual gifts from alumni/ae. The Annual Giving Board advises on and monitors progress toward the achievement of these annual goals.

COMMITTEE MEMBERSHIP

Membership on the MIT Annual Giving Board includes its chair, at least ten (10) and typically not more than fifteen (15) term directors and one to two additional at-large directors. The CEO of the Alumni Association, and the President of the Alumni Association are ex-officio members. The chair of the Annual Giving Board serves as an ex-officio member on the Alumni Association Board of Directors and reports on annual giving progress at its meetings. This committee includes Board of Directors and non-Board of Directors members.

CHARACTERISTICS OF MEMBERS

Members of the Annual Giving Board should be experienced fundraisers for MIT through roles such as reunion giving volunteers, affinity group fundraisers for shared interest groups, giving day ambassadors, department or project fundraising, or high-level solicitations. Members should be regular annual giving donors. It is desirable that the Annual Giving Board be representative of the body of alumni/ae volunteers in age, gender, degree type, school, ethnicity, geographic distribution, and range of MIT involvement.

SELECTION

The President-Select of the Association appoints new committee members to replace those members ending their term. This selection and appointment process takes place each Spring for the following fiscal year. The President-Select appoints the committee members and the chair with the concurrence of the Board. The chair of the committee is appointed by the President-Select of the Alumni Association, with a preference towards current and recent Annual Giving Board members.

TERM OF OFFICE

Term Directors on the Annual Giving Board serve for three years. The term of the chair is one year, renewable. At-Large Directors are appointed for one-year terms. The Annual Giving Board meets three times per year, typically in September, January, and May.

RESPONSIBILITIES

- Make an annual gift to MIT each year.
- Make annual giving solicitations of others when asked.
- Set annual giving goals and monitor progress.
- Serve as a member of Annual Giving Board sub-committees, such as any ad hoc committees, as necessary.
- Attend the three meetings of the Annual Giving Board.
- Participate in the annual Alumni Leadership Conference.

PROGRAMS AND COMMITTEES

MIT Annual Giving operates several stewardship programs, each of which has a designated chairperson. The Annual Giving Board also may create other committees as needed to carry out their work of advising and encouraging annual giving.

STAFF SUPPORT

The Executive Director of MIT Annual Giving, under the direction of the CEO of the MIT Alumni Association, provides operating support to the Annual Giving Board.