



ANNUAL GIVING

## Leadership Circle

### MIT Annual Giving Annual Giving Leadership Circle Job Description

#### Description and Goals of the Annual Giving Leadership Circle

The MIT Annual Giving Leadership Circle is a fellowship of the Institute's annual leadership donors who make gifts of \$2,500 or more. There are graduated levels for students and young alumni. This group of alumni, students, parents, and friends sustain the Institute with their philanthropy, representing more than 80 percent of Annual Giving dollars raised. Leadership Circle donors receive special recognition as well as invitations to exclusive stewardship events. The goals of the circle are to increase outreach to leadership donors and encourage upgraded levels of support, to promote loyal leadership support, to build a base of volunteers who are committed to increasing membership in the circle, and to communicate membership in the circle as an annual commitment to sustain a strong level of giving.

#### Primary Responsibilities

With the guidance of the Annual Giving staff, the Annual Giving Leadership Circle Chair will serve as the Circle's volunteer leader and figurehead. Specific responsibilities include:

- Make a personal annual leadership gift by September of the current fiscal year
- Be an outspoken advocate on the value of Annual Leadership Giving support to alumni, parents and friends; Must be comfortable discussing Institute priorities and the value of Unrestricted giving
- Participate in the annual Alumni Leadership Conference (ALC) when possible
- Review for signature several leadership giving direct mail solicitations and several leadership stewardship pieces
- Provide periodic reports to the Annual Giving Board in conjunction with staff about the progress and activities of the Annual Giving Leadership Circle; The chair is an invited guest to meetings of the Annual Giving Board.

#### Qualifications

- An interest in, comfort with, and ability to engage and solicit an array of alumni, especially those who will be asked to make leadership gifts.
- Demonstrated philanthropic generosity to MIT at the leadership level
- Demonstrated volunteer record in the area of MIT fundraising
- Enthusiasm for MIT and its mission: "*...to advance knowledge and educate students in science, technology, and other areas of scholarship that will best serve the nation and the world in the 21st century.*"
- Familiarity with the Institute and ability to be articulate about its mission, culture, and fundraising objectives

**Time commitment:** 1-year renewable term (July 1– June 30)