



MIT Annual Giving Annual Giving Loyalty Circle Job Description

Goals of the Annual Giving Loyalty Circle

The Annual Giving Loyalty Circle was created to thank and honor the community of alumni, parents, and friends who are loyal consecutive donors to MIT. Through this recognition circle, we create and foster a sense of community and pride among the Institute's loyal annual supporters. The Annual Giving Loyalty Circle encourages continued annual support from its widespread loyal donor base through increased targeted outreach and the support of the chair. Membership represents a dedicated annual commitment.

The Chair of the Annual Giving Loyalty Circle primarily aims to create a sense of belonging to a large network of loyal donors who share a passion for supporting MIT every year.

Primary Responsibilities

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

- Make a personal annual gift by September of the current fiscal year
- Be an outspoken advocate on the value of loyal Annual 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 loyal giving direct mail solicitations and several loyal stewardship pieces
- Provide periodic reports to the Annual Giving Board in conjunction with staff about the progress and activities of the Annual Giving Loyalty Circle; The chair is an invited guest to meetings of the Annual Giving Board.

Qualifications

- An interest in, comfort with, and ability to engage an array of alumni, especially those who will be asked to make consecutive annual gifts in support of MIT
- Demonstrated loyalty to MIT with at least three or more consecutive fiscal years of giving
- 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)