

Class Agent Role Description

With the guidance of Annual Giving staff, Class Agents will conduct personal outreach to a select group of classmates during peak giving times to renew support of MIT and steward donors. Class Agents will encourage loyal philanthropic support of MIT, build class participation, and make the case for giving to MIT, particularly for unrestricted and scholarship support. Class Agents will also steward classmates for their gifts to MIT, serving as an additional touchpoint and engagement opportunity.

Primary Responsibilities

1. Make a personal gift to MIT by fiscal year-end (6/30)
2. Participate in virtual trainings and Outreach Hours as your schedule allows
3. Use the Outreach Management Tool (OMT) to select and track outreach classmates who have made gifts in the last one to three fiscal years
4. Connect with and solicit classmates during key MIT giving moments, including Giving Tuesday (late Nov./early Dec.), calendar year-end (December), the MIT 24-Hour Challenge (mid-March), and fiscal year-end (June)
5. Thank classmates upon receipt of their gift
6. Respect the confidentiality of personal information provided by Annual Giving staff
7. Recruit classmates to serve in the Class Agent role (secondary responsibility)

Time Commitment

One fiscal year (July to June), with a quarterly time commitment of 1-3 hours. Optional renewal at the end of the term.

Training and Support

Live and pre-recorded virtual trainings, MIT Volunteer Knowledge Base documents, and one-on-one sessions with Annual Giving staff are offered.

Benefits

Class agents experience periodic MIT updates, virtual and in-person insider events and training, and opportunities to enhance connections with classmates and MIT. This position builds your leadership portfolio for additional roles within the Alumni Association and provides fundraising experience for non-profit or board positions.

Annual Giving programs are aligned with the MIT Alumni Association's [Strategic Plan and culture](#), along with the [MITAA Volunteer Expectations and Responsibilities](#). We encourage each volunteer to support MIT's goal of making a welcoming place where people from a diverse range of backgrounds can grow, innovate and thrive. Each volunteer serves as an extension of the Institute, creating a lasting legacy of service to the nation and the world. The MIT Alumni Association reserves the right to disengage with any volunteer who does not adhere to these guidelines or whose actions are inappropriate in relation to the goals of MIT or the Association.