

Reunion

GIFT

Co-chair Role Description

With guidance from Annual Giving staff, the Reunion Gift Co-chairs recruit, motivate, and lead a committee of volunteers to build class participation and encourage leadership, loyalty, and upgraded reunion gifts. Along with the committee, Co-chairs conduct personal outreach to classmates from October through June 2025, and make the case for giving to MIT, particularly for unrestricted and scholarship support.

Primary Responsibilities

1. Make a personal gift to your Reunion Gift Campaign by the fiscal year-end (6/30)
2. Recruit a group of classmates representing a diverse array of the class (15-25 members)
3. Work with Annual Giving staff to establish class dollar and participation goals
4. Attend the Alumni Leadership Conference and appropriate MIT Volunteer Training Academy sessions as your schedule permits
5. Participate in virtual committee meetings and trainings, and help to develop meeting content, share updates, and co-lead committee calls alongside MIT Annual Giving staff
6. Participate in classmate screenings to garner classmate giving potential and identify top prospects
7. Select, solicit, and encourage pledges from 20-25 classmates through MIT's Outreach Management Tool (OMT)
8. Focus outreach around key MIT giving dates, including Giving Tuesday (late Nov./early Dec.), the MIT 24-Hour Challenge (mid-March) and Reunion lead-up (May-June)
9. Ensure 100 percent gift participation from the committee by Tech Reunions; solicit committee members as deemed appropriate
10. Participate in Outreach Hours as your schedule allows
11. Thank classmates upon receipt of their gift
12. Respect the confidentiality of personal information provided by Annual Giving staff

Time Commitment

Term is approximately 1 year, through the end of MIT's Fiscal Year (6/30). Ability to meet monthly time commitment of 3-4 hours per month.

Training and Support

Alumni Leadership Conference (ALC) Academy training sessions, committee kickoff call training, MIT Volunteer Knowledge Base, 1:1 training with Annual Giving staff as needed.

Benefits

Increased access to MIT news and events. This position also 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.