

Reunion

GIFT

Leadership Giving Chair Role Description

With guidance from Annual Giving staff, the Leadership Giving Chair conducts focused outreach to fellow classmates with the goal of securing gifts at the MIT Annual Giving Leadership Circle level of \$2,500+, increasing class participation, and making the case for giving to MIT, particularly for unrestricted and scholarship support.

Primary Responsibilities

1. Make a leadership level gift of \$2,500+ to your Reunion Gift Campaign by the fiscal year-end (6/30)
2. Work with Annual Giving staff and committee Co-chairs to establish class dollar and participation goals
3. Attend the Alumni Leadership Conference and appropriate MIT Volunteer Training Academy sessions as your schedule permits
4. Participate in virtual committee meetings and trainings, and give periodic Leadership Circle donor updates
5. Participate in classmate screenings to garner classmate giving potential and identify top prospects
6. Select, solicit, and encourage pledges from 20-25 classmates through MIT's Outreach Management Tool (OMT)
7. 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)
8. Participate in Outreach Hours as your schedule allows
9. Thank classmates upon receipt of their gift
10. 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 1-3 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. Finally, as a member of the MIT Annual Giving Leadership Circle, you receive special recognition and invitations to exclusive stewardship events.

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.

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