

Reunion

GIFT

Participation Chair Role Description

With guidance from Annual Giving staff, the Participation Chair conducts focused solicitation to classmates with priority attention given to renewing gifts from MIT Annual Giving Loyalty Circle donors. They aim to increase class participation in the reunion year by making the case for giving to MIT, particularly for unrestricted and scholarship support.

Primary Responsibilities

1. Ensure the reunion participation and donor goals are met by encouraging gifts of all sizes and prioritizing Loyalty Circle renewals
2. Lead by example and make a personal gift to your Reunion Gift Campaign early in the fiscal year
3. Participate in online committee trainings and attend the Alumni Leadership Conference and additional MIT Volunteer Training Academy sessions as your schedule permits
4. Work with committee Co-chairs and Annual Giving staff to establish class participation, donor, and dollar goals
5. Attend online committee meetings to give periodic participation updates and help monitor retention of Annual Giving Loyalty Circle donors and recommend follow-up as needed (April-June)
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
9. Serve as a signatory on appeals as needed
10. Thank classmates upon receipt of their gift
11. 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.

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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