ALUMNI ANNUAL GIVING AGENT
Job Description

St. Albans enjoys one of the most active and engaged alumni communities in the country. Through their combined generosity of time, expertise and financial resources, alumni have helped STA to thrive as an exceptional living and learning environment for diverse and talented students, faculty and staff.

Annual Giving Agents play a vital role in the life of the School through their efforts to solicit annual gifts from classmates. These gifts enable St. Albans to provide top-notch opportunities for learning and discovery, to extend scholarship aid to every student who needs it, to support faculty members and their programs, and to help meet ongoing and emerging needs and challenges.

General Requirements and Responsibilities

An Annual Giving Alumni Agent supports the general mission of St. Albans School and maintains a working knowledge of current programs, projects and needs. He works closely with Annual Giving Decade Captain(s), Development Office Staff, and fellow volunteers to communicate the news and needs of the School effectively with classmates, and gathers and relays alumni news and updates back to the School.

Each year Annual Giving generates funds that cover close to ten percent of the School’s operating budget, nearly half of which come from alumni contributions. Annual Giving Alumni Agents are the frontline volunteers for Annual Giving and play a vital role in ensuring the financial health of the School and its continued success.

RESPONSIBILITIES:

1. Personally solicit and secure specific gifts to Annual Giving from 7 – 15 classmates.

2. Attend the following meetings and events:
   - Kickoff and Orientation Meeting
   - Alumni Volunteer Follow-up Meeting
   - At least one night of fall and spring Phonathon
   - Year-end Alumni Phonathon

3. If possible, attend the following events:
   - Holiday Reception for Development Volunteers
   - Alumni Dinner
   - Reunion Weekend and Flower Mart
   - Year-end Annual Giving Alumni Volunteer Celebration

Term: One fiscal year (July 1- June 30)