ALUMNI ANNUAL GIVING DECADE CAPTAIN
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 Decade Captains play a particularly vital role in the life of the School through their efforts to solicit annual gifts from classmates and provide leadership and inspiration to peer volunteers (Alumni Annual Giving Agents). 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

Decade Captains support the general mission of St. Albans School and maintains a working knowledge of current programs, projects, and needs. He works closely with the Annual Giving Chair, Development Office Staff, and Agents 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 Decade Captains play a vital role in ensuring the School’s continued success and financial health.

Specific Responsibilities

1. Make a personal leadership commitment to Annual Giving prior to October 1, 2015.

2. Work with the Annual Giving Staff to recruit, manage, and advise an active and engaged group of classmate volunteers. Each volunteer will be asked to personally solicit and secure a specific gift for Annual Giving from 5-10 classmates (3-15 volunteers).

3. Attend the following meetings and events:
   • Kickoff and Orientation Meeting (September/October 2015)
   • Headmaster’s Associates Reception (October 6, 2015)
   • Alumni Volunteer Follow-up Meeting (February 2016)
   • At least one night of fall and spring Phonathon (October 14, 20, & 27, 2015 and February 23 & 24, 2016)
   • Year-end Alumni Phonathon (June 16, 2016)

4. If possible, attend the following events:
   • Holiday Reception for Development Volunteers (December 9, 2015)
   • Alumni Dinner (March 9, 2016)
   • Reunion Weekend and Flower Mart (May 6-7, 2016)
   • Year-end Annual Giving Alumni Volunteer Celebration (July 20, 2016)

Term: One year from July 1, 2015 – June 30, 2016