REUNION CLASS GIFT CHAIR

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.

Reunion Class Gift Chairs play a particularly vital role in the life of the School through their efforts to lead a special effort to raise Annual Giving funds from classmates during a Reunion year. Inaugurated at St. Albans in 2003, Reunion Giving provides an opportunity every five years for a class to reflect on their relationship with the School and raise their philanthropic sights. The gifts generated by Reunion Giving 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

Reunion Class Gift Chairs support the general mission of St. Albans School and maintain a working knowledge of current programs, projects, and needs. Chairs work closely with their Decade Captains and Annual Giving Staff to communicate the news and needs of the School effectively with alumni, facilitate effective solicitation and participation of alumni in their class, and personally encourage classmates to join them in their volunteer efforts. The Chair(s) should recruit and oversee a small group of volunteer solicitors to solicit and secure special gifts from classmates.

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. A critical portion of alumni gifts come from classes celebrating a Reunion, helping to ensure the School’s continued financial health and success.

RESPONSIBILITIES

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

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 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
   • Alumni Phonathon
   • Alumni Volunteer Follow-up Meeting
   • Reunion Weekend and Flower Mart

4. If possible, attend the following events:
   • Holiday Reception for Development Volunteers
   • Alumni Dinner

Term: One fiscal year