Parent Annual Giving Form Volunteer(s)
Job Description

St. Albans enjoys one of the most active and engaged parent associations in the nation. Through their combined generosity of time, expertise and financial resources, current parents help STA to thrive as an exceptionally supportive living and learning environment for a diversity of talented students, faculty, and staff.

Annual Giving is the first priority of STRIVE: A Campaign for St. Albans. Parent Annual Giving Form Volunteers play an important role in the life of the School, especially during the Campaign, by encouraging fellow parents and peers to support Annual Giving, and providing leadership and inspiration to the entire community. In turn, the Annual Giving contributions generated by their activity allow the School to continue 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

Parent Annual Giving Form Volunteers support the general mission of St. Albans School and maintain a working knowledge of current programs, projects, and needs. S/He works closely with their Division Chair(s), Development Office Staff, and Form Volunteers to communicate the news and needs of the School effectively with current parents, facilitate effective solicitation and participation of parents in each Form, recruit and oversee a corps of parent volunteers, and publicly promote St. Albans and the Annual Giving program.

Each year Annual Giving generates funds that cover close to nine percent of the School’s operating budget, nearly 50 percent of which comes from current parent contributions. To this end, Parent Annual Giving Form Volunteers play an essential role in ensuring the continued financial health and success of the School.

Specific Responsibilities

1. Personally solicit and secure specific gifts to Annual Giving from 5–10 families (actual number may vary).

2. Attend the following meetings and events:
   - Parent Volunteer Orientation and Kickoff Dinner
   - Parent Volunteer Follow-up Meeting

3. If possible, attend the following events:
   - Form Meetings (2 – 3 per year, especially fall & spring)
   - Holiday Reception for Development Volunteers
   - Parent Dinner

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