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.

Parent Annual Giving Division Chairs play a particularly vital role in the life of the School through their efforts to solicit annual gifts from current parents and provide leadership and inspiration to peer volunteers (Parent Annual Giving Form Chairs and Committee Volunteers). Those 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

Parent Annual Giving Division Chairs support the general mission of St. Albans School and maintain a working knowledge of current programs, projects and needs. S/He works closely with the Annual Giving Chair, Development Office Staff and Form Chairs to communicate the news and needs of the School effectively with current parents, facilitate effective solicitation and participation of parents in each division, 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. Parent Annual Giving Division Chairs play a vital role in ensuring the financial health of the School and its continued success.

Responsibilities

1. Work with the Annual Giving Staff and the Annual Giving Chair to recruit, manage, and advise an active and engaged group of Parent Form Chairs (4-5 families).

2. Personally solicit and secure specific gifts to Annual Giving from parent volunteers and leadership donors, as needed.

3. Edit and approve solicitation letters (2 per year – first draft written by AG Office).

4. Periodically speak on behalf of Annual Giving at Form and School sponsored events.

5. Attend the following meetings and events:
   - Parent Volunteer Orientation and Kickoff Dinner
   - Headmaster’s Associates Reception
   - Holiday Reception for Development Volunteers
   - Parent Volunteer Follow-up Meeting

6. If possible, attend the following events:
   - Form Meetings (2 – 3 per year)
   - Parent Dinner

Term: Two years in addition to an orientation period an opportunity.