



REUNION AND CLASS GIVING OFFICER JOB DESCRIPTION

Position purpose

The Reunion and Class Giving Officer plays a critical role in Stevenson's efforts to secure resources for its strategic funding priorities and deepen its relationship with alumni. The RCGO coordinates reunion giving campaigns including volunteer recruitment and management, direct appeal engagement, direct solicitation, and development events. Working in close collaboration with the school's alumni relations, annual fund and major gifts teams, the RCGO strategically leverages the special opportunity of reunion to further and/or re-engage alumni and develop a strong pipeline of philanthropic alumni leaders.

The Reunion and Class Giving Officer position emphasizes work with donors, projects, and volunteers who have the capacity to make annual gifts at the leadership-level (\$1,000 to \$20,000) within their assigned reunion classes. The office of advancement is now seeking a highly self-motivated candidate with outstanding initiative, a commitment to independent school education, and a passion for Stevenson's mission to join our team in leveraging a rapidly growing reunion program to increase philanthropic support of the school.

Essential duties and responsibilities

1. Plan and execute high-end annual fundraising campaigns for multiple classes celebrating a reunion; work with advancement colleagues to develop fundraising goals and strategies according to specific characteristics and capabilities of the assigned classes to achieve both high-end giving and broad class campaign participation; monitor and analyze results throughout the campaign, and revise strategies as necessary in order to accomplish goals.
2. Identify, recruit, train and solicit approximately 25-40 reunion volunteers annually (class sizes currently range from 40-130); in collaboration with the Director of Alumni and Parent Relations; maintain frequent contact with these class leaders through meetings, visits, correspondence, and telephone in accordance with the advancement calendar; provide information and assistance to volunteers to support their ability to carry out peer solicitations and other assignments; and steward volunteer efforts through regular contact and recognition.
3. Coordinate with major gifts staff on the reunion-year solicitation strategy of those prospects within the assigned reunion class and recruit these leaders to their reunion committees, as appropriate.
4. Position requires extensive fieldwork locally plus semi-annual travel out of the area to support volunteer recruitment and solicitation goals; emphasis on securing and conducting face-to-face visits, in addition to phone meetings for alumni leaders outside the local area.

5. Personally cultivate, solicit and steward high-level prospects, as appropriate, resulting in leadership gifts ranging from \$1,000-\$20,000 (generally includes volunteers themselves); develop strategies to ensure that all top reunion prospects are solicited during their reunion campaign at appropriate levels; annual fundraising expectations based on assigned classes.
6. Coordinate the direct mail, email solicitations, and telemarketing efforts with volunteer leaders and colleagues to ensure broad class campaign participation.
7. Produce well-written, accurate and timely reports documenting fieldwork, updating school records, and analyzing results; ensure reunion campaign pledges are accurately booked and appropriately stewarded.
8. Additional duties as assigned.

Qualifications

- Demonstrated experience and interest in volunteer recruitment and motivation as well as personal solicitation of large annual gifts.
- Demonstrated ability to work both independently and as part of a team and to work collaboratively with other advancement staff.
- Strong interpersonal skills and the ability to collaborate, build alliances, and achieve results within a population that may possess competing interests, opinions and/or expectations.
- Outstanding interpersonal skills, sound ethical judgment, and experience in handling highly confidential information. Active listening skills and ability to negotiate positive outcomes.
- High energy level, enthusiasm, sense of humor, and flexibility absolutely required. Ability to manage time and workload to multitask and achieve goals in a deadline-driven environment.
- A commitment to independent school education and ability to articulate a compelling case for annual discretionary support of Stevenson.
- A genuine appetite to contribute to a collaborative, ethical and professional team environment.

Education and/or Experience

- Bachelor's degree required.
- Two to five years of related professional experience which includes one to three years of direct development, fundraising and/or transferable professional skills that include sales and/or developing relationships with volunteers and/or high net worth clients or customers.

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