1. **Summary of Position:**

The Assistant Director of the Amherst Fund is responsible for developing strategies and implementing fundraising activities to meet Amherst Fund goals for 10-15 alumni classes, cultivating and stewarding alumni volunteers and donors. In addition, the Assistant Director will research and determine best practices and tools in support of the Amherst Fund’s volunteer management efforts and manage the implementation of those tools to reach the program’s overall dollar and participation goals.

The Assistant Director of the Annual Fund takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. **Principal Duties and Responsibilities:**

**80% Class Management**
- Manage fundraising activities for the 10-15 alumni classes
- Implement Amherst Fund strategies for classes to reach dollar and participation goals
- Support an active volunteer class agent structure
- Solicit and steward leadership gifts in the assigned alumni classes, particularly for reunion classes
- Travel to meet, solicit, and cultivate volunteers and leadership donors

**15% Volunteer Management Program**
- Investigate best practices, tools, and materials on behalf of the Amherst Fund’s volunteers
- Implement strategies in coordination with Amherst Fund colleagues
- Coordinate volunteer management efforts in support of the Amherst Fund

**5% Performs other duties/functions as requested.**

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming
3. **Internal-External Interaction/Communication:**

Straightforward and sometimes complex operational interactions/communications and collaboration across the College

Frequent contact with Annual Fund and Advancement staff, including Leadership Giving and Advancement Communications. Works closely with Advancement staff to ensure careful collaboration and communication with fundraising and stewardship work.

Straightforward operational interactions/communications such as providing, obtaining, and receiving information outside the College, including communications with Annual Fund Chairs, alumni class volunteers, and leadership donors, as well as off-campus vendors.

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4. **Education:** (include certifications and licenses)

   **Required:** Bachelor’s degree

   **Preferred:**

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5. **Experience:** (List specific skills necessary to perform this job)

   **Required:**

   - 2 or more years of fundraising experience
   - Experience asking for leadership level gifts
   - Strong verbal and written communication, interpersonal customer service, and analytical and organizational skills
   - Volunteer management experience
   - Demonstrated relationship building, initiative, and continuous improvement skills
   - Database experience; proficient in MS Access, Excel, and Word; and ability to learn new software
   - Some evenings and weekends and travel domestically to visit with prospects and volunteers throughout the year and as necessary.

   **Preferred:**

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6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

   Office environment. Lift, carry, push, and pull up to 15 pounds (moving boxes, etc.). Repetitive motions including hands, wrist, and fingers; visual – normal concentration.
7. **Decision Making:**

Determines how to carry out job responsibilities; makes operational/tactical decisions following established guidelines/procedures/policies.

Participates in a collaborative approach making recommendations to management to establish reporting analytics and makes data decisions impacting the operations of the department.

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8. **Supervision Exercised/Received:**

Minimal supervision received by the supervisor.

Supervisory Responsibility:  Yes _______  No  X _______

Number of Employees Supervised: _______