Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Assistant Director of the Amherst Fund

Department: Amherst Fund Reports to title: Associate Director of the Amherst Fund

Full Time: Yes Part Time: Date Prepared: 5/9/2019

Position Grade: PT-3 Regular Daily Work Schedule: N/A

Pay Type: Weekly Monthly X Months Per Year: 12 Months Per Year: Hours Per Week: 40 (Summer Months) Hours Per Week: 

1. Summary of Position:

The Assistant Director of the Amherst Fund supports the overall Amherst Fund short-term and long-term fundraising goals by managing all student-facing programs: phonathon, student philanthropy, and senior gift. In addition to student programs, the Assistant Director develops strategies and implements fundraising activities to meet Amherst Fund goals for the two most recently graduated alumni classes, including cultivating, soliciting, and stewarding alumni volunteers and donors.

The Assistant Director of the Amherst 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:

40% Undergraduate Philanthropy
• Recruit, train, and support senior class leaders on the Senior Gift Program to foster philanthropic education and engagement
• Plan and execute events throughout the year, implementing strategies to meet class participation
• Develop a strategy to engage and educate underclassmen students across campus regarding Advancement and philanthropy at Amherst over the course of their four years at Amherst
• Collaborate with Alumni and Parent Programs and other campus partners to execute large-scale student philanthropy and stewardship events, such as Love My Alumni Week or #ForAmherst Giving Day
30% Phonathon
- Oversee phonathon operations, including the hiring and training of 40-50 students per semester (minimal evening shift coverage required)
- Consult with the Associate Director of the Amherst Fund on phonathon segmentation and reporting
- Supervise office intern(s) to support phonathon and student philanthropy efforts

25% Class Management
- Manage fundraising activities for the two youngest 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 youngest alumni classes

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 work environment.

3. Internal-External Interaction/Communication:

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

Frequent contact with Amherst Fund and Advancement staff, including Leadership Giving. 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 Amherst Fund Chairs, alumni class volunteers, and leadership donors, as well as off-campus vendors

4. Education: (include certifications and licenses)

Required: Bachelor’s degree

Preferred:

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

Required:
- 1-3 years of fundraising experience
- Experience asking for gifts
- Strong time management, verbal and written communication, interpersonal, and organizational skills
- Strong attention to detail
- Demonstrated relationship building, initiative, and continuous improvement
- 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
- Experience working with a diverse community
Preferred:

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.

8. **Supervision Exercised/Received:**

Minimal supervision received by the Associate Director of the Amherst Fund. Supervises student workers.

Supervisory Responsibility:  Yes ________  No  X ________

Number of Employees Supervised: ______