



**Amherst College
Office of Human Resources**

JOB DESCRIPTION

Title: Assistant Director of 50th Reunion Programs

Department: Amherst Fund Reports to title: Director of 50th Reunion Programs

Full Time: X Part Time: Date Prepared: August 29, 2019

Job Group & Level: PT-3 Regular Daily Work Schedule:

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

(Summer Months) Months Per Year: Hours Per Week:

1. Summary of Position:

The Assistant Director of 50th Reunion Programs assists the Director of 50th Reunion Programs in aligning and maximizing the success of the 50th Reunion program, and fundraising from classes within their five-year 50th Reunion cycles (46th-50th years), and the 55th and 60th Reunions. At the Director's discretion, the Assistant Director will be given primary responsibility for programming for post-50th classes.

The Assistant Director will take appropriate actions to support a diverse workforce and will participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

50% Class Volunteer Management

- Serves as the contact for alumni from the 50th cycle through their 60th Reunion and classes post-50th.
- Assists in the management of class volunteers, including recruiting, organizing, motivating, and training Class President, Vice President, Secretary, Treasurer, and Reunion Chairs
- Plans, implements, and oversees activities and events relating to assigned Reunion class events, including Homecoming, mini-reunions, regional and other on-campus events. Participates as a member of the APP planning team to build successful programs and events.
- Works with the Director to showcase faculty and administrators, attentive to emerging College priorities; training and recognition for volunteers.
- Manages relationships with campus partners and secures resources for programs.
- Coordinates communications strategies, in collaboration with Advancement Communications.
- Organizes strategic regional events to engage volunteers and prospects with the College.

45% Class Fundraising

- Assists the Director of 50th Reunion Programs with setting, developing, and monitoring Amherst Fund gift goals for classes assigned, with particular focus on the 60th Reunion class.

- Assists in the management of Amherst Fund volunteers, including recruiting, organizing, motivating, and training Class Agents, Associate Agents, and Lead Gifts Committee members.
- Assists the Director in coordinating work with Leadership Giving colleagues to assist them in their cultivation and solicitation of prospects, including planned gifts to the College
- Collaborates and coordinates with colleagues across Advancement and the College for communication around events, initiatives, and individuals to ensure the highest level of class giving and participation.
- Travels to visit with volunteers and prospects; help to develop solicitation plans, proposals, and cultivation to move prospects towards increased support of the College

5% Other duties and functions as required

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:

Frequent contact with Advancement staff, including Leadership Giving, Annual Fund, Alumni & Parent Programs, and Advancement Communications. Works closely with Advancement staff to ensure careful collaboration and communication with fundraising and stewardship work. Collaborates with the Volunteer Strategy and Communications Manager on the collection and submission of Class notes.

Straightforward operational interactions/communications such as providing, obtaining, and receiving information outside the College, including communications with class officers, committee members, leadership donors, as well as off-campus vendors.

4. Education: (include certifications and licenses)

Required: Bachelor's Degree

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

Required:

- 2 or more years of related experience
- Exceptional verbal and written communication, interpersonal, customer service, organizational, and time management skills
- Database experience; proficient in MS Access, Excel, and Word; and ability to learn new software
- Some evening and weekend work as well as travel to visit volunteers and prospects required throughout the year.
- Commitment to working with a diverse community.

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:

The Assistant Director identifies key barriers/core problems and applies problem solving skills in order to deal creatively with complex situations; makes decision under conditions of uncertainty, sometimes with incomplete information; solves moderately complex problems.

8. Supervision Exercised/Received:

Minimal supervision received from supervisor

Supervisory Responsibility: Yes _____ No X _____

Number of Employees Supervised: __