Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Director of 50th Reunion Giving

Department: Amherst Fund Reports to title: Dir. of Amherst Fund


Position Grade: PT-4 Regular Daily Work Schedule: _______ to _______

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 Director of 50th Reunion Giving works closely with and under the supervision of the Director of the Amherst Fund and coordinates their work with the Director of Gift Planning and the Senior Director of Leadership Giving as described below. The Director also coordinates with the Director of 50th Reunion Programs in the Office of Alumni and Parent Programs to align and maximize the mutual success of the two offices’ 50th Reunion programs.

The Director will manage and maximize fundraising from the 45th Reunion, classes within their five-year 50th Reunion cycles (46th-50th years), and 55th Reunion.

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:

50% Class management

• Manages the 50th Reunion fundraising program, including recruiting, organizing, motivating, and training 50th Reunion class volunteer teams (Class Agents, Associate Agents, and special Amherst Fund volunteers)
• Works with research staff and volunteers to identify prospects for leadership-level Amherst Fund giving (i.e., prospects not rated by the College but considered to have capacity for five-figure Amherst Fund giving, to be cultivated and solicited by the class volunteer team (the Director taking on these prospects as their 1821 prospects).
• Coordinates work and goals with the Senior Director of Leadership Giving and Senior Leadership Giving Officers to assist them in their successful cultivation and solicitation of their prospects, and for coordinating with the Director of Gift Planning in that Director’s 50th Reunion gift-planning campaign (bequests, beneficiary designations, life-income gifts, etc.).
45% Fundraising

- Sets 50th Reunion Amherst Fund gift goals
- Develops and implements solicitation strategies to achieve goals
- Monitors progress toward achieving goals
- Stewards Amherst Fund donors, including Amherst Fund giving by leadership giving prospects.

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 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.

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

   **Required:** Bachelor’s degree

   **Preferred:**

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

   **Required:**

   - 3 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:**
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 Director of the Amherst Fund. Supervises Amherst Fund Coordinator along with another professional staff member.

Supervisory Responsibility: Yes X_______ No _________

Number of Employees Supervised: _____1____