

# VOLUNTEER JOB DESCRIPTION

## *Partners in Annual Giving*



Partners volunteers serve as a part of a class fundraising team, sharing the responsibility of keeping in touch with fellow classmates and asking them to support the college through a gift to Partners in Annual Giving.

They act as "stewards" of a core group of 15-20 people a year. The purpose is to intensify the nature of the interaction between classmates and have those personal connections be the foundation of a successful class gift.

This model works because it makes annual giving more personal and puts the ownership of the program in volunteers' hands. *Oles asking Oles to give gifts to Oles.* The college will still send out direct mail and be a part of the solicitation process. But, Partners will continue to improve only if it is supported by the determined work of volunteers.

### **Responsibilities include:**

- Attend the Volunteer Summit on the Hill.
- Help recruit additional volunteers (many hands make light work!)
- Make an early financial commitment to Partners.
- Assist in writing/editing the fall and spring solicitation letters.
- Contact 15-20 classmates via phone, email, or mail to encourage participation in Partners in Annual Giving.
- Maintain regular communication with Partners staff by reporting solicitation results and passing along biographical information that may be of interest to the college such as changes in address, employment, or marital status, etc.
- Thank assigned prospects for their time, regardless if a gift was given or not.