

ALUMNAE FUND VOLUNTEER POSITIONS

Included for information only; please refer to the **Smith College Alumnae Fund Volunteer Guide** for more information about Alumnae Fund positions.

Class Fund Agent

TERM ♦ 5 years, elected position

ALUMNAE FUND CONTACT • Alumnae Fund Class Liaison 413 585.2056

The Class Fund Agent is responsible for coordinating the efforts for classmates with asks of \$1,000 and below. She will strategize ways to increase class participation in Alumnae Fund giving, solicit classmates for annual gifts, and thank donors.

RESPONSIBILITIES:

- ♦ Managing a group of classmates being solicited for participation gifts
- ♦ Soliciting classmates in writing and/or by telephone
- ♦ Engaging in conversations and activities with classmates to strengthen their affiliation with Smith
- ♦ Helping the class achieve greater levels of support and participation in the Alumnae Fund
- ♦ Giving consistently to Smith
- ♦ With staff liaison, recruiting Class Gift Committee
- ♦ Attend the volunteers conference eighteen months prior to Reunion

Special Gift Chair

TERM ♦ 5 years, elected position

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The Special Gift Chair is responsible for coordinating efforts for classmates in the special gifts pool (typically alumnae who will be asked for a gift of \$1000 or more.) The Special Gift Chair monitors the progress of the special gift committee by reviewing reports prepared by the Fund office, and solicits annual leadership gifts from the special gift committee. She helps her class identify new prospective donors at the special gifts level, and assists the staff liaison in determining ask amounts for these alumnae.

RESPONSIBILITIES:

- ♦ Soliciting annual gifts at the special gifts level in writing and/or by telephone
- ♦ Thanking donors for their gifts to Smith
- ♦ With staff liaison, recruiting and appointing the Special Gift Committee
- ♦ Engaging in conversations and activities with classmates to strengthen their affiliation with Smith
- ♦ Giving consistent leadership gifts to Smith
- ♦ Attend the volunteers conference eighteen months prior to Reunion

Memorial Gift Chair

TERM ♦ 5 years, elected position

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The Memorial Gift Chair is elected in those classes that have graduated 20 or more years ago. Memorial chairs coordinate fundraising efforts for gifts in memory of deceased classmates.

RESPONSIBILITIES:

- ♦ Researching contact information for next of kin of deceased classmates
- ♦ Writing letters of condolence to families when informed of a classmate's death
- ♦ Writing thank you notes to next of kin when the Alumnae Fund is mentioned in an alumna's obituary
- ♦ Writing thank you notes to acknowledge all Alumnae Fund memorial gifts credited to the class
- ♦ In reunion year, asking classmates to give reunion year memorial gifts
- ♦ In reunion year, writing notes to deceased classmates' next of kin to invite them to participate in the class Alumnae Fund reunion gift to Smith
- ♦ Attend the volunteers conference eighteen months prior to Reunion