Saint Michael's College
Job Description

Job Title: Assistant Director for the SMC Fund-GOLD Program

Department: Institutional Advancement

Supervisor or Manager: Director for Advancement Services & the Saint Michael's Fund

Date Created: 7/01/05       Last Revised: 7/01/05   FLSA Status: E

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
• Young alumni of the College are cultivated and young alumni participation is developed
• Volunteers for the 5th and 10th Reunion and GOLD Class Agent programs are recruited
• IA is assisted in meeting Saint Michael's Fund goals through management of young alumni programs
• GOLD Class Agents and their committees are collaborated with to assist in networking the class through better communication among classmates, other volunteers’ roles are encouraged, and attendance at campus and regional alumni events is built
• The commitment to SMC’s mission is carried out, in all aspects of work, on a daily basis
• The mission of the College is effectively promoted and the IA mission is supported to build life-long relationships with alumni, parents and friends, and to engage alumni and friends of the College as active volunteers and benefactors
• IA policies are adhered to regarding confidentiality of prospect information and database integrity

Essential Duties and Responsibilities:
• Averages at least 8 off-campus one-on-one visits a month with volunteers to achieve a minimum of 96 such contacts a year to support, advise, cultivate and solicit alumni
• Pays particular attention to meeting with young alumni, and with GOLD class agents at least once on an annual basis (dependent on geographical location)
• Meets with other alumni as needed in order to fully utilize travel expenditure
• Assists the team in the selection and recruitment of GOLD Class Agents and Reunion volunteers
• Secures annual gifts to the Saint Michael's Fund and assists program in meeting participation, new business, and cash flow goals for each fiscal year
• Notifies the Special Gifts Team of any new leadership annual or special gift prospects that emerge from outreach efforts
• Interacts with GOLD Class Agent volunteers and young alumni by answering questions, providing updated contact information on classmates, reporting gifts, and preparing/notifying volunteers with the event schedules
• Participates in campus and Institutional Advancement events as deemed appropriate by the Vice President of Institutional Advancement or the Director of the Saint Michael’s Fund, especially to work Reunion Weekend each year (mid-June) and Homecoming (mid-October)
• Assists in the planning and preparation of department strategies and objectives
• Attends conferences, becomes involved with a network of annual giving professionals, and otherwise remains current in annual giving and volunteer coordination trends and techniques
• Supports direct mail program through copy writing, proofreading, and editing

Secondary Responsibilities:
• Provides assistance to staff for direct mail ideas, proof-reading, editing, and implementation in terms of marketing to different segments of alumni
• Identifies and solicits volunteers to head alumni clubs and plan events in their area
• Participates in staff Phonathons to solicit alumni for support of the college
• Offers support to the Senior Class Gift coordinator, co-chairs, and committee
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- Performs other duties and special assignments as requested by the Director of the Saint Michael’s Fund

**Positions Supervised:**
- Approximately 50 volunteers

**Major Contacts:**
- Institutional Advancement

**Demonstrates Excellence:**
- Demonstrates superb communication and interpersonal skills, both written and verbal
- Has the ability to connect on a personal level with each individual alumnus and foster life-long relationships
- Possesses exceptional organizational skills along with flexibility and a sense of humor
- Displays a willingness and eagerness to learn quickly
- Works well with colleagues and volunteers who come from different social, religious, cultural, and socioeconomic backgrounds, always keeping an open mind
- Is appropriately accommodating and understanding when working with and supporting our volunteers
- Promotes effectively the values and mission of Saint Michael's College in all aspects of work
- Shows a steadfast commitment to participating as a member of a fully integrated outreach and development team

**Education and Work Experience:**
- Bachelor’s degree or equivalent combination of education and experience
- Previous experience with volunteer management desired

**Analytic Skills:**
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response

**Language and Literacy Skills:**
- Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

**Computer/Technology Skills:**

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**Licenses, Certifications and Other Requirements:**
- Must meet driver’s eligibility requirements as stated in the Saint Michael's College Vehicle Use Policy

**Physical Demands:**
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
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• Communication skills using the spoken word
• Vision sufficient to see within normal parameters
• Hearing sufficient to hear within normal range
• No or very limited physical effort
• No or very limited exposure to physical risk

While performing the duties of Assistant Director for the SMC Fund-GOLD Program, the employee must occasionally lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
• Willingness to work nights, weekends and do some occasional overnight travel
• Capability to assist in staffing Reunion and Homecoming weekends, Commencement, convocations and other College events as defined by supervisor and responsibilities of this position
• Ability to articulate Saint Michael's College mission and vision, and belief in the value of a Catholic higher education
• Capacity to deal effectively with a wide range of relationships and situations

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.