Saint Michael's College
Job Description

Job Title: Assistant Director for the SMC Fund-Reunion & Class Agent Programs

Department: Institutional Advancement

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

Date Created: 4/07/05  Last Revised: 4/07/05  FLSA Status: E

Approved by (print name): ________________________  Signature: ________________________

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 of the Position:
- Reunion, Class Agents, and Golden Knights volunteers are recruited and supported
- IA is assisted in meeting Saint Michael's Fund goals through management of volunteer programs
- Class Agents and their committees are collaborated with to assist in networking the class, establishing better communication among classmates, encouraging other volunteers' roles, and building attendance at campus and regional alumni events
- 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 Reunion Co-Chairs, committee members, class agents and Golden Knights 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 in the selection and recruitment of Reunion Co-Chairs, Reunion Committee members, and Class Agents
- 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 or special gift prospects that emerge from outreach efforts
- Interacts with Reunion Class Agent volunteers and Golden Knights 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, become involved with a network of annual giving professionals, and otherwise remain current in annual giving and volunteer coordination trends and techniques
- Supports direct mail program through copy writing, proofreading, and editing

Secondary Responsibilities:
- Performs other duties and special assignments as requested by the Director of the Saint Michael’s Fund

Positions Supervised:
- 125 alumni volunteers
- Work-study student(s), as needed, for Phonathon
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Position’s Major Contacts:
- Institutional Advancement
- Alumni of the College, particularly alumni volunteers
- Parents
- Friends of the College

Demonstrates Excellence in this Position:
- Shows a steadfast commitment to participating as a member of a fully integrated outreach and development team
- Serves as a link between alumni and the College, to help form and maintain close, life-long connections with alumni, parents and friends of the College
- Helps the College retain financial support for its initiatives and programs, through stewardship of volunteers (Class Agents and Reunion Volunteers) and visiting alumni to result in pledges and gifts to the College, on an annual basis
- Conducts productive meetings with alumni, both on and off campus, to provide opportunities to discuss issues pertaining to the alumni's interest in conjunction with the goals of the College
- Helps prepare full and meaningful Homecoming and Reunion Weekends to further assist alumni in connecting with each other and with the College
- Includes clear explanations of volunteers’ and classmates’ roles and the schedule of events in their stewardship, during the planning phases of Homecoming and Reunion
- Makes specific efforts to accommodate special requests for the class, within reasonable limits, as determined by the Reunion planning group
- Enthusiastically provides creativity, ideas, guidance and, when needed, implements or improves new programs and departmental initiatives

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

Analytic Skills Required:
- 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 Required:
- 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 Required:

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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
- 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-Reunion & Class Agent Programs, 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 conduct some occasional overnight travel, typically 2-3 days at a time, once or twice a month
- 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.