

2023–2024 Alumni Leadership Committee
Job Description

The 2023–2024 Sidwell Friends Fund will kick off with our first appeal to the Sidwell Friends School community on October 2. Beginning in early to mid–October, volunteers will reach out to a select number of fellow alumni--typically in their respective class years--to solicit gifts and pledges as we strive to exceed our goal of 25% overall alumni participation. Additionally, Reunion-specific alumni volunteers will work with us to reach a monetary goal for each of their classes. All volunteers will work with Dana Saab, Director of Annual Giving, and Sarah Fordham, Assistant Director of Annual Giving, to track progress of their assignments and follow up with them throughout the year.

Responsibilities:

- Lead by example by making a personally significant gift or pledge to The Sidwell Friends Fund in the fall. It's much easier to ask others to join you and support The Sidwell Friends Fund if you have already participated.
- Use the online GiveCampus Volunteer Management System (VMS) to:
 - Solicit gifts from around 20 alumni via email, phone, or text.
 - Always ask how they are doing first and be ready to emphasize participation.
 - Send a quick, personal thank you once they have participated.
- Follow your assigned alumni throughout the year until they have made their gift or pledge to The Sidwell Friends Fund. The goal is to secure alumni gifts or pledges by December 31, 2023; pledges can still be paid until the end of the fiscal year on June 30, 2024.
 - Main solicitation time periods: mid–October, December, March/April, and June.
- Communicate with the Director and Assistant Director of Annual Giving about your assigned alumni and their gift or pledge. Let them know if any issues are brought up in regard to The Sidwell Friends Fund or Sidwell Friends School in general.
- **Maintain a high level of confidentiality.**

Reporting Methods:

- Each volunteer will have his/her own account in our GiveCampus Volunteer Management System (VMS) to track his/her assignments. The system is updated regularly as gifts and pledges come in.
- Regular updates on The Sidwell Friends Fund (progress toward goal, participation, etc.) will be provided to volunteers via email or at virtual/in-person meetings.

Training and Support:

- A meeting will be held in September to give an overview of The Sidwell Friends Fund, introduce the Director and Assistant Director of Annual Giving, discuss details of the volunteer role and responsibilities, provide training for the VMS, and answer any questions.
 - 2023-2024 goals and strategy will be shared with volunteers as well as best practices and talking points for FAQs.
 - Volunteers will receive a calendar of events, scheduled mailings, and projected outreach “pushes.”
- The Director and Assistant Director of Annual Giving will maintain close, open communication with volunteers by:
 - Updating the VMS with notes from any contact made with volunteers’ assignments to avoid over-solicitation, etc.
 - Sending regular updates on progress to goal and reminders about planned outreaches.

Benefits:

- Special recognition in materials including our Report on Philanthropy.
- Invitation to the annual Loyalty and Leadership Reception in the fall.
- Building community through positive, peer-to-peer outreach for the benefit of a shared goal.
- Satisfaction that you are performing a **vital** service to the school you love by rallying support for the students and faculty at Sidwell Friends School!