

## **2023 Class Gift Committee Chairperson Job Description**

*The Class Gift Committee is a group of undergraduate and graduate students who spearhead the fundraising effort for the graduating class's gift to BU and plan major events and promotions for the Class of 2023.*

### **Role**

The Class Gift Co-Chairs are responsible for leading the Committee in educating the graduating class about the importance of philanthropy at BU and meeting ambitious donor goals by Commencement in 2023. Candidates must be passionate about BU, motivated to meet and exceed fundraising goals, and have a desire to build a better BU. Co-Chairs will lead in strategizing best ways to engage the Class of 2023, will plan and host events such as Pub Trivia Nights, Tavern Takeovers, and the 100 Days Party. A significant part of the role consists of networking with students, staff, alumni, and BU clubs, programs, and departments. This position offers a competitive hourly salary.

### **Goals & Responsibilities**

- Dedicate 15+ hours/week to administering and implementing the program (includes weekly office hours, meetings, and events)
- Lead the committee in meeting annual donor goal by May 21, 2023
- Help recruit a diverse committee of 25+ Board and Junior Board members
- Maintain an active and robust committee
- Draft agendas and lead weekly committee meetings
- Oversee goal benchmarking, solicitations, events, promotions, and marketing by proactively delegating tasks and actively managing all Board members
- Check in weekly with Young Alumni & Student Programs staff
- Work in concert with your Co-Chair
- Oversee and develop a fundraising strategy
- Participate in tabling and staffing events
- Personally raise at least 50 donors by May 1, 2023
- Participate in the Class Gift Committee Challenge & win prizes for fundraising
- Make an early leadership gift by pledging to give \$20.23 annually
- Interact with staff and students with a professional, energetic, and positive attitude
- Encourage members of BU's Class of 2023 to support future BU Terriers—and to give thanks for the many opportunities their BU education has provided for them
- Educate peers from all classes about Class Gift & the importance of philanthropy at BU