



# Job Description

## General Information

<b>Position Title:</b> Director of Milestone Reunions	<b>Department:</b> Advancement	<b>Date:</b> April 20, 2021
<b>Reports to:</b> Executive Director of Individual Giving & Donor Relations (Amy Palmer-Ellis)	<b>Location:</b> Advancement Office/Anderson Connell Alumni Office	<b>FLSA Classification:</b> (circle one) Non-Exempt (Hourly) <b>Exempt (Salaried)X</b>

## Position Summary

Hamilton seeks a major gift fundraiser with the ability to close six- and seven-figure gifts and manage complex programs to join a distinguished institutional advancement office as Director of Milestone Reunions.

Reporting to the Executive Director of Individual Giving & Donor Relations, the Director oversees and leads Hamilton's 50th Reunion Program, focusing on the five classes between the 45th and 50th reunion years. The primary objective of the Director is to create and implement a program that leverages alumni's excitement and increased connection to Hamilton during the College's 50th reunion cycle while maximizing class giving and participation.

In this role, the Director works closely with Hamilton's offices of Principal and Major Gifts, the Hamilton Fund, Gift Planning, Donor Relations, Alumni Engagement, and Advancement Events and Promotions to manage all aspects of the 50th Reunion Program. Duties include: setting and achieving ambitious, yet realistic, class fundraising goals; recruiting and guiding reunion committee volunteers; and facilitating class events and communications – all with the goal of connecting alumni to one another and the College for a successful and meaningful 50th reunion experience. In addition, the Director will carry a small portfolio of major gift prospects, including alumni in the 50th reunion cycle classes. In the first year, this person also will be mentored by a seasoned Principal Gift Officer.

With increased success, expansion of the program will be considered including adding other milestone reunions such as the 25th. Hamilton will consider applicants who wish to work remotely.

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## Responsibilities (Essential Functions) Include % of time spend for each Essential Function



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## **MILESTONE REUNIONS**

- **Develop and implement 5-year reunion comprehensive campaign plans for each Hamilton class in the 50th reunion cycle**
- **Execute short- and long-term strategic planning for the Milestone Reunion Program**
- **Manage and lead 50th reunion cycle class gift committees**
- **Recruit class gift leadership and coordinate recruitment of committee volunteers**
- **Build personal relationships with key volunteers, earn the respect of alumni, and develop collaborative strategies and action plans**
- **Guide class gift committees to set and achieve ambitious, yet realistic, goals that align with the College's approved fundraising needs**
- **Create solicitation strategies, and, in collaboration with Advancement staff, oversee cultivation, solicitation, and stewardship of donors**
- **Identify prospective donors; in collaboration with other members of the major/principal gifts team, develop solicitation strategies for the highest value prospects**
- **Solicit gifts from class leadership**
- **Cultivate, train, and manage the work of numerous high-level and deeply-engaged alumni volunteers**
- **Develop and refine tools, training, and reporting materials for committee volunteers**
- **Work closely with class officers and reunion volunteers to generate ideas for fundraising and events**
- **Organize and facilitate the execution of reunion committee meetings and activities**
- **Collaborate with Advancement staff to coordinate and produce class reports, communications, and events**
- **Respond to inquiries from reunion committee members and provide them with relevant reports and information**
- **Coordinate the creation and maintenance of websites for each class in the 50th reunion cycle**

## **IDENTIFY, CULTIVATE, AND SOLICIT PROSPECTIVE DONORS IN SUPPORT OF COLLEGE PRIORITIES:**

- **Manage a portfolio of major gift prospects who have the capacity to make multi-year commitments of \$100,000 and above**
- **Initiate regular outreach and make multiple significant contacts with each assigned prospect throughout the year; conduct personal visits at least annually**
- **Develop long-term relationships with donors and implement individual strategies to successfully solicit annual, major, principal, and planned gifts**
- **Maintain complete and timely records of contacts with prospects and volunteers**
- **Meet and exceed set fundraising goals and objectives**
- **Identify and qualify new major gift prospects**
- **Maintain complete and timely records of contacts with prospects and volunteers**

## **SERVE AS COLLEGE AMBASSADOR:**

- **Understand and represent the full range of activities at the College and be able to articulate Hamilton's fundraising priorities**
- **Interact effectively with internal contacts such as the president, deans, senior staff, directors, faculty and other Advancement staff**
- **Represent the College on the telephone, at in-person meetings, at Zoom events, and at regional and on-campus events**
- **Travel with and staff the president and other senior staff**
  
- **Actively participate in building our diverse, inclusive, and equitable campus community.**
- **Other duties as assigned**

## **Education and Previous Experience Requirements**

- Bachelor's degree
- Prior fundraising experience preferred.



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## Knowledge, Skills, and Abilities

Job-related qualifications representing the knowledge, skills, and attributes an individual needs to possess in order to perform the job in a satisfactory manner.

### Required:

- Demonstrated ability to effectively cultivate major gift relationships and close gifts of \$100,000+
- A genuine affinity for the liberal arts and the mission of Hamilton College
- Commitment to diversity, equity and inclusion
- Understanding of Hamilton’s priorities and how to advocate and articulate them to donors and prospects
- Excellent interpersonal skills
- High emotional intelligence and the ability to skillfully navigate conflicting interests and passions of donors and volunteers
- Articulate and persuasive written and oral presentation skills
- Strong organizational skills and attention to detail
- Goal-oriented and deadline-driven mindset
- Ability to adapt to changing situations and to respond to alumni requests
- High sensitivity to confidential information
- Able to manage multiple projects well, working both independently and with a team
- A continuous desire to innovate and improve
- Collaborative problem-solving skills; an entrepreneurial approach to creating personal donor engagement strategies
- Familiarity with advancement software
- Creative, positive outlook, and sense of humor
- Valid U.S. driver's license
- Willingness to travel
- Ability to work evenings and weekends as necessary

## Physical Dimensions

Indicate how often the following physical demands are required to perform the Essential Job Responsibilities.

Activity (Hours per Day)	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending (neck)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending (waist)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting (neck)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting (waist)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hand Use</b>				
Is repetitive use of hand required?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Check the frequency of activity required of the employee to perform the job				
Activity (Hours per day)	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours



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Simple grasping (right hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simple grasping (left hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power grasping (right hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power grasping (left hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine manipulation (right hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine manipulation (left hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing and pulling (right hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing and pulling (left hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching (above shoulder level)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching (below shoulder level)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting</b>				
Please indicate the daily lifting requirements of the job	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Lifting 0-10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 11-25 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 26-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 51-75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting over 75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Reviewed and Approved:  
(Sign and Date)**

**Department Manager/Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Director/VP:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Union Representative (If Applicable):** \_\_\_\_\_

**Date:** \_\_\_\_\_