

# Volunteer Job Description

## Office of Annual Giving



WHITMAN COLLEGE

Volunteers serve as an important part of a class fundraising team, sharing the responsibility of keeping in touch with classmates and asking them to support the college through The Whitman Fund. Class Representatives write two solicitation letters a year for their class; Associate Class Representatives help reach out to classmates following their Class Representatives class letter each fall and spring. The purpose is to help establish a personal connection for your classmates when giving back to Whitman and serve as advocates and ambassadors for giving to Whitman College among classmates and other alumni! The Annual Giving Office will continue to send out direct mail and lead the solicitation process, and our program will continue to improve with the support and dedication of our volunteers. Thank you!

### Give:

- Make your Whitman Fund gift to the College before December 31
- Keep up-to-date on your class giving progress by utilizing [givecampus.com/vms/whitmancollege](https://givecampus.com/vms/whitmancollege)

### Connect:

- Class Representatives help recruit Associate Class Representatives.
- Class Representatives write two letters to classmates each fiscal year by designated Deadlines.
- Associate Class Representatives assist Class Representatives in follow-up to communicate, solicit, and steward classmates.
- In December and May, all volunteers write personal notes or emails to the regular donors and some occasional donors from your list who haven't yet made a gift.
- Support online giving days, like All in for Whitman by spreading the word to classmates. This can be done by email, posting on social media and/or making phone calls.
- Keep the Annual Giving Office informed of address changes, interests, and concerns regarding your classmates (email [annualgiving@whitman.edu](mailto:annualgiving@whitman.edu)).
- Thank donors via card, email or phone call when you receive a notification from GiveCampus VMS that a gift has been made.

### Attend:

- Attend online or face-to-face training opportunities when available; including the on-campus Volunteer Summit over the summer.
- Help promote Whitman Fund online campaigns, such as All in for Whitman.
- Attend and support regional and virtual alumni events when possible.