



NORWICH UNIVERSITY CLASS AGENT JOB DESCRIPTION

Objectives:

Class agents strengthen ties alumni have with one another and the University. The Class Agent is responsible for recruiting, supporting, encouraging and managing a team of reunion volunteers; soliciting gifts; helping set dollar and participation goals for the class; and maintaining close contact with the Class Giving office.

Goals:

- Increase class participation for giving every year
- Increase overall effectiveness of communications between alumni and the University
- Increase overall attendance at Homecoming and other alumni events
- Foster a culture of philanthropy and giving back to NU in reunion and non-reunion years

Expectations:

- Lead by example. Make a gift or pledge to Norwich early in the fiscal year.
- Recruit class giving volunteers to help connect with and make a personal ask to all of your classmates.
- Personally solicit a group of assigned alumni to encourage participation
- Stay Informed about what's happening at the University.
- Work with the Class Giving office to provide coordination and planning for class reunions and reunion giving campaigns
- Act as a liaison between Norwich and classmates.
- Maintain confidential information about classmates and/or information from the University
- Write one letter to classmates leading up to reunion asking for participation in the class gift
- If a class agent is unable to fulfill assigned duties, NU reserves the right to reassign tasks to another volunteer

Support:

- Up-to-date class roster with contact information
- Typing, printing, and mailing class letters and inserts
- Reminders when class letters and notes for the Record are due
- Class Giving office will coordinate event planning, favor ordering and registration leading up to reunion
- Orientation and Training materials during the first year of service and leading up to reunion