Seniors for The Bryn Mawr Fund
Chair of Committee Position Description

Job Description and Responsibilities:
Bryn Mawr College’s Senior Gift program presents a unique opportunity to engage graduating seniors in financially giving back to the College. Since its inception in 1990, class participation in the Senior Gift has ranged anywhere from 7% to 87% with an overall goal of inspiring seniors to give and learn about philanthropy at Bryn Mawr and beyond. Collective giving rates have an immense impact on the College and are factored in the methodology for college rankings, looked at by foundations for funding, and seen by prospective students as a key indicator of the College’s success.

It is the responsibility of the Chair (Co-Chairs) to inspire and influence the Committee to solicit classmates for donations. The Bryn Mawr Fund stands ready to assist and guide the effort to help ensure success; however, success rests heavily on the Chairs’ ability to organize, recruit, engage, and motivate an effective committee of volunteer classmates to solicit every member of the class.

The Chair (Co-Chairs) has an exceptional opportunity to make an impact at Bryn Mawr. By working with classmates and The Bryn Mawr Fund liaison, the Chair will learn the skills necessary to run an effective fundraising campaign. The Chair and The Bryn Mawr Fund Staff share the responsibility of seeing that each step of the program is completed successfully.

Specific Responsibilities:
• Make a commitment to personally give to the Senior Gift effort by the end of Fall Semester.
• Encourage all committee members to make a gift as early as possible.
• Serve as the visible leader of the Senior Gift effort.
• Help to recruit a Committee who will collectively and individually solicit the entire Senior Class.
• Personally solicit classmates for the Senior Gift (10-15 each semester).
• Delegate responsibility as needed for things like publicity for events, staffing information/solicitation tables, etc.
• Announce and preside over meetings and make sure that those who do not attend are immediately informed about what they missed.
• Create and maintain a high energy level and accountability through frequent contact with Committee.
• Communicate the progress of Senior Gift events and solicitations to the student body.
• Help to organize and speak at various events/receptions.
• Help with distribution of an incentive (e.g. glass, t-shirt), if offered, by The Bryn Mawr Fund.

Additional Qualities Required:
• Belief in the fundamental purpose of Senior Gift and its philanthropic mission
• Ability to delegate, motivate and manage other committee members
• Enthusiasm, commitment, reliability
• Ability to work well under pressure and meet deadlines
• Time management and organizational skills

Questions: Contact The Bryn Mawr Fund at any time via email at development@brynmawr.edu or phone (610) 526-5127