VOLUNTEER POSITION DESCRIPTION

Director of Giving

**QSAA Mission:** The Queen’s Student Alumni Association is a student-run organization whose mission is to prepare students for success by connecting them to their future lives as engaged Queen’s alumni. It achieves this by offering current students the opportunity to hear, network, and connect with Queen’s alumni, and by providing them with outside-the-classroom skill development.

**Volunteer Position Summary & Purpose**

As a member of the Queen’s Student Alumni Association (QSAA) Leadership Team, the Director of Giving will be responsible for the Tricolour Giving programming, selecting and promoting the QSAA Tricolour Giving Gift, and educational opportunities for philanthropic initiatives on campus.

The Director of Giving will work with Office of Advancement staff supporters in the identification and implementation of the Tricolour Giving priorities, working directly with the QSAA Leadership on implementing specific organizational strategic philanthropic priorities. This position will report to the QSAA President.

**Major Duties & Responsibilities**

- Work with the QSAA Leadership Team and staff advisors to identify and implement QSAA goals and objectives for 2020-21
- Between the months of May and August, develop a strategic plan for the Giving initiatives and philanthropic education for the 2020-21 school year, encompassing OGSM (Objective, Goal, Strategy, Measures) and SWOT (Strength, Weakness, Opportunity, Threat) analyses
- Attend weekly Leadership and regular committee meetings to stay up to date on QSAA activities, reporting and representing Tricolour Giving portfolio, Annual Giving priorities, Queen’s Annual Giving perspectives, and other broader philanthropic educational priorities and activities
- Act as the Tricolour Giving Chair to identify, set and achieve fundraising targets, participation targets and philanthropic education initiatives for the portfolio
- Guide and support the selection of a Tricolour Giving recipient from the QSAA, aiming for 100% giving participation by December 31, 2020
- Meet with Annual Giving Student Caller Supervisors to learn educational points of philanthropic engagement and to be informed on current interaction between students and alumni
- Raise the profile of student giving with Queen’s students, and ensure philanthropic education remains central to QSAA mandate
- Be an active Ambassador promoting the Queen’s University Alumni Association (QUAA), QSAA and Tricolour Giving within the structure of the existing and new events, programs and portfolios to the AMS and student faculty societies
- Participate in key Tricolour Giving and QSAA events and programs
- Work with Leadership Team on identifying and applying for Funding Grant opportunities for QSAA programs and events
- Makes an annual charitable gift to Queen’s at a level that is meaningful

**Skills/Competencies Required**

- Demonstrated volunteer leadership ability
- Comfort discussing the need for student financial support and educate on broad student-centric philanthropic educational priorities
- Strategic thinking – ability to develop “big picture” annual priorities
**VOLUNTEER POSITION DESCRIPTION**

**Director of Giving**

**QSAA Mission:** The Queen’s Student Alumni Association is a student-run organization whose mission is to prepare students for success by connecting them to their future lives as engaged Queen’s alumni. It achieves this by offering current students the opportunity to hear, network, and connect with Queen’s alumni, and by providing them with outside-the-classroom skill development.

- Strong initiative and solutions driven approach
- Strong interpersonal skills
- Excellent group and individual communication
- Experience with the department of Annual Giving and Tricolour Giving portfolio is an asset

**Skills/Competencies Acquired**

- Project management and volunteer management experience
- Networking with influential alumni and University connections
- Knowledge of fundraising priorities of Queen’s University
- Knowledge of gift processing & Canada Revenue Agency regulations
- Opportunities to participate if and when available webinars/conversations about student advancement activities at other universities

**Expectations & Reporting**

- Reports to the QSAA President
- Attends weekly QSAA Leadership team meetings, the bi-weekly QSAA Ambassador meetings and Tricolour Giving meetings as scheduled
- For each QSAA Leadership meetings, preparation of a Giving Portfolio report is expected. This update will detail ongoing and annual activities and priorities of the student philanthropic projects and updates
- Attendance to as many QSAA and Tricolour Giving events as scheduling permits
- Makes an annual charitable gift to Queen’s at a level that is meaningful to them

**Time Commitment**

The position is an unpaid one-year (May 13, 2020 – April 30, 2021) commitment. The average time commitment would be 8-10 hours a week for each term, depending on event and meeting activity.

**Staff Partnership**

The Director of Giving partners with the Alumni Officer, Alumni & Student Strategic Initiatives on portfolio development and issues related deliverables.

I agree to the above conditions and will serve for a one year, volunteer term as Director of Giving, Queen’s Student Alumni Association.

Name: ___________________________ Date: ___________________________

Signature: ___________________________

Staff Partner: ___________________________

Phone: ___________________________

Emergency Contact: ___________________________