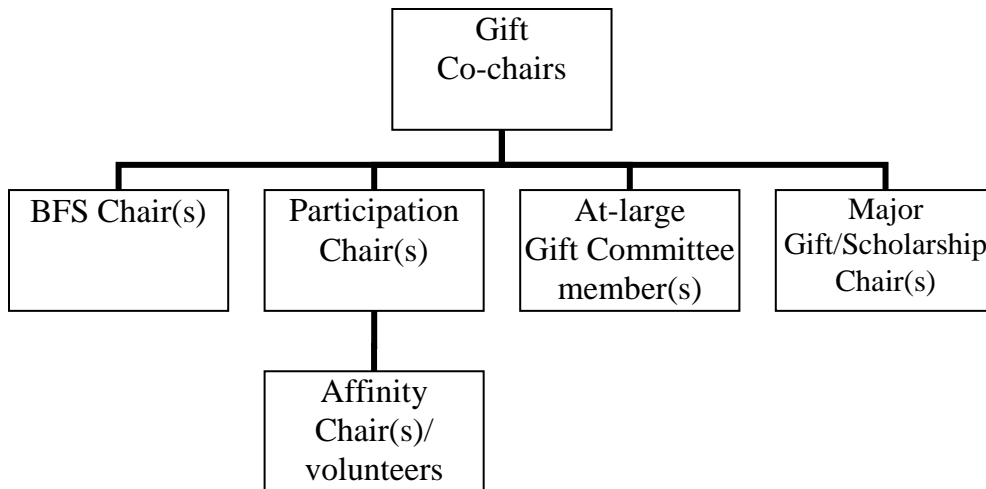


The Penn Fund Reunion Gift Committee



Job Descriptions:

Reunion Gift Co-chair(s)

- Make a leadership gift to The Penn Fund
- Chair gift committee meeting and conference calls
- Help identify and recruit committee members from your class including those in leadership roles
- Work in close partnership with class giving director and other staff supporting class fundraising
- Participate in the cultivation and solicitation of 5 – 10 classmates
- Participate and attend Alumni Weekend events and class gift presentations
- Assist in the recognition of class volunteers and donors through attendance at committee meetings, Alumni Weekend, and campus-wide events

BFS Chair(s)

- Make own BFS-level gift
- Identify prospects who can make BFS-level gifts
- Assist in solicitation of BFS-level gifts
- Work with staff to achieve BFS reunion goals

Participation Chair(s)

- Make own reunion gift
- In conjunction with staff, develop strategies to solicit maximum number of classmates via personal solicitations
- Recruit and engage additional committee members to solicit gifts for participation
- Make stewardship calls to participation donors
- Work with staff to achieve participation goals

Major Gift/Scholarship Chair(s)

- Partner with Penn development staff on a small number of high level major gifts to the university
- Work with staff in thanking of scholarship and major donors
- Work with staff to achieve reunion goals

At-Large Gift Committee Member(s)

- Make a leadership gift to The Penn Fund
- Help identify and recruit committee members from your class
- Participate in the cultivation and solicitation of 5 – 10 classmates
- Participate and attend Alumni Weekend events and class gift presentations
- Assist in the recognition of class volunteers and donors through attendance at committee meetings, Alumni Weekend, and campus-wide events

* Please note: *Strategies may be based on affinity groups, donor frequency or level, geography, etc.*