



Director, Philanthropy and Education Position Description

The Director of Philanthropy and Education is responsible for the philanthropic education and training of the Students Today, Alumni Tomorrow (STAT) committee as well as the student body.

What is STAT?

American University's **Students Today, Alumni Tomorrow (STAT)** committee plays an important role in student philanthropy and serves a variety of purposes. The committee:

- Enhances the student connection to AU as they transition to young alumni status.
- Develops and trains student leaders and prepares them for leadership roles as alumni.
- Promotes the importance of philanthropy and active engagement with American University.
- Highlights the resources provided to students by the American University alumni network.
- Solicits peers for gifts to the University as part of the senior class gift to enable future Eagles to experience a world-class education.

Members of the committee acquire real-world knowledge and experience in philanthropy, fundraising, project management, marketing, public relations, and more. Members develop practical career, presentation, and event planning skills. Additionally, members network with high-level university administrators and alumni at special events and deepen connections with the AU Alumni Association.

Duties and Responsibilities

- Oversees training for committee members and executes philanthropy education opportunities for the student body
- Manages tabling schedule and other opportunities for solicitation; partners with Director, Events and Volunteer Recruitment on solicitation events and Senior Class Gift donor events.
- Tracks and reports progress of the Senior Class Gift; plan efforts to thank and recognize donors and volunteers.
- Recruits members and delegates tasks to the Senior Class Gift subcommittee including Liaison positions.
- Collaborates with Assistant Director of Annual Giving, STAT Chair, and STAT Directors on STAT projects and initiatives.

Time Commitment and Expectations

- Must attend volunteer training in the Fall, monthly STAT Directors Meetings, and monthly STAT General Meetings.
- Attend at least 4 STAT sponsored events per semester (senior class socials, tabling, young alumni panels, etc.)
- Lead the STAT Education and Philanthropy subcommittee meetings as needed.
- Make a Gift before Winter Break and encourage friends and classmates to participate.

Qualifications

- Excellent time management and public speaking skills, as well as the ability to delegate.
- Be charismatic, enthusiastic, creative, responsible, and passionate about American University.
- Previous experience with philanthropy related programs and fundraising such as the AU Phonathon a plus
- Interest in fundraising, alumni relations, and philanthropy related initiatives.