



Class Agent Job Description

Class Agent Program

The Class Agent Program is designed to build excitement, encourage participation, and create awareness about the need for philanthropic support for Providence College. The goal is to create positive and successful energy around giving back to PC in non-reunion years with a focus on raising support for the Annual Fund (PC Fund, Angel Fund, Friars Forever Fund)

Class Agent Purpose:

- The purpose of the class agent program is to increase the number of undergraduate alumni making gifts to PC in non-reunion years. Class agent work will focus on class and/or cross-class solicitation to renew support from classmates who donated in Fiscal Year 2017, and acquire support from classmates with an identified capacity to donate.

Defining the Class Agent Term:

- Class Agent work will operate on a July 1 – June 30 calendar, coinciding with the College's fiscal year.
- The class agent term will run for four years leading up to the next reunion cycle with the understanding that a class agent will serve as a member of the reunion gift committee. At this juncture, the class agent term can be renewed.
- If a class agent is unable to fulfill assigned duties, PC reserves the right to reassign the tasks to another volunteer.

Class Agent Responsibilities:

- Lead by example and make a gift to the Annual Fund.
- Educate alumni on the importance of supporting PC through Annual Fund gifts.
- Personally solicit and maintain a pool of 20 classmates to encourage participation.
- Utilize moments of urgency (Giving Tuesday, Calendar Year End, Giving Day, Fiscal Year End) and solicitation materials (toolkits, phone scripts, google sheets) provided by PC staff to cultivate long-term relationships and effectively solicit classmates.
- If possible, attend the initial class agent meeting and training on-campus during Saint Dominic Society Weekend – Saturday, September 16.
- Participate in 4-5 conference calls annually.
- Assist with updating alumni bio information to maintain accurate records.
- Steward gifts received through personal outreach, such as thank you calls and notes.

Support:

- PC staff provides training, reference materials, and information to assist with outreach to alumni prospects.