



## Student Government Position Description

**Title:** Director of Gifts and Commencement

**Function:** Reporting to the Vice President for Finance, the Director of Gifts and Commencement leads the strategic planning of GCSA's organizational advancement by working collaboratively with students and college leaders to develop and maintain healthy relationships with constituencies both within the student body and externally. This includes the planning of the Senior Class Gift, developing a spirit of philanthropy among students and rising alumni, playing a lead role in the planning of major GCSA events to widen the association's footprint and donor engagement, and spearheading any GCSA fundraising projects to address student needs. The Director of Gifts and Commencement is a director-level member of GCSA's Student Government Administration.

### Description of Duties and Tasks:

1. Casts and implements the organizational advancement plan for GCSA, in consultation with the other GCSA leaders, student voices, and college officials.
2. Works with the Senior Class Representative on the Senior Class Gift and other activities relating to commencement
3. Develops initiatives to prepare the graduating students to become engaged alumni
4. Leads or co-leads the planning of GCSA events that have an advancement component, including the Annual GCSA Gala
5. Collaborates with the college's Development Office on GCSA's ability to engage with donors and alumni.
6. Chairs the Committee on Gifts and Commencement, engaging and working with all the student members and representatives in a collaborative & all-hands-on-deck manner
7. Meets monthly with the Vice President for Finance and the President
8. Participates in monthly team meetings of the Student Government
9. Delivers an oral report monthly (or as needed) to the Student Assembly regarding the work of the Committee on Gifts & Commencement

### Requirements

Applicants must be full-time undergraduate students at Gordon College who are planning to take courses at Gordon for both the Fall and Spring semesters. Applicants must be able to commit to this role as a high priority co-curricular involvement at Gordon.

### Skills needed:

Students interested in this position should have good project management, organization, delegation, and prioritization skills. Solid interpersonal and communication skills is also needed to develop relationships of trust with institutional partners and other stakeholders.