SOM Alumnae Association Board Job Description
Fundraising and Development Position
Last Updated: January 2010

Purpose: The purpose of the Fundraising and Development Chair position on the SOMAA Board is to provide support for the fundraising and development efforts of the SOM in collaboration with the Office of Alumnae Relations and Annual Giving (OARAG). This includes partnering with the development office to create a coordinated strategy to educate and foster a culture of philanthropy and giving among alumnae.

Role: The Fundraising and Development Chair acts as a strategic resource and liaison for the SOM’s Office of Development and Alumnae Relations (OARAG) and the Board and alumnae community. This position is a voting position.

Term of Office: SOMAA Voting and Associate Board members are elected to an initial two-year term¹. At the end of her 2nd year of service, a Voting or Associate member may choose to remain on the board for a third year. At the end of her 3rd year of service, a Voting or Associate Board member may choose to remain on the Board for a fourth and final year².

Voting Members are required to stay in their role for the initial two year term. Associate Members may apply for other open positions after their first year of office.

General Board Member Responsibilities:
- Attend and engage in full vetting of views in discussions at monthly Board meetings (six in person Board meetings and five phone meetings) and the annual Board retreat
- Attend and participate in the Annual Meeting and SOMAA Speaker Series
- Facilitate one Board Meeting per year
- Be fully conversant in the vision, mission/purpose, core principles, values, objectives, policies and the associated activities of the Board and convey to SOM alumnae and other members of the greater College community
- Encourage alumnae participation in SOMAA and SOM alumnae events and other forms of engagement
- Generate leads and assist with recruitment of prospective Board Members and Student Representatives
- Identify and refer prospective students to the SOM
- Act as ambassadors of the SOMAA to the community
- Support efforts to increase participation in the SOM Annual Fund
- Contribute to the SOM Annual Fund at or above the Leadership level
- Support board initiatives by serving on 1-2 standing and/or special committees
- Actively participate in SOM and SOMAA activities and as schedule permits, attend the following:  
  - Leadership Weekend  
  - Annual Holiday Party  
  - Graduation  
  - Networking and Fundraising events
- Assist in the documentation of SOMAA policies and procedures

Position Responsibilities:

¹ Voting and Associate members are defined in the Board Bylaws.
² The four year term limit is a lifetime limit.
Partner with other Board members to ensure that SOM development objectives are appropriately represented in all aspects of SOMAA activities
Coordinate SOMAA support and participation in specific SOM endowment and capital campaigns and work with Marketing and Communications Chair and OARAG on messaging
Serve as point person for senior class gift and reunion giving
Collaborate with the Engagement Chair to develop a financial giving/engagement plan for alumnae
Work with the school to develop an email and telephone campaign at end of fiscal year to further increase SOM alumnae giving
Collaborate with the Marketing and Communications Chair on educating alumnae about the importance of giving and solicit feedback from alumnae on how they like to participate in giving programs

Key Relationships:
SOM staff and the College’s Office of Alumnae Relations and Annual Giving(OARAG) - to ensure the best interests of the alumnae community are represented
Other SOM alumnae and former classmates – to communicate relevant information, encourage annual dues payment and annual fund donations, and promote participation in SOM and SOMAA events
SOM staff, OARAG and Simmons College Development staff

Measurement Guidelines:
Board Meeting Attendance
Percentage of Board member participation in Annual Giving. Board members are expected to give at the leadership level.
Board member participation in SOM/ODAR Annual Giving campaigns for example, participation in semi-annual Phonathons, annual Reunion Day development initiatives, etc.,

Preferred Qualifications for All Board Members:
Demonstrated commitment to SOM
Interest in contributing to the alumnae community
Leadership abilities
Ability to think strategically
Team player who would complement the diversity and capabilities of current Board make-up
Commitment to give required time
Initiative and ability to make an impact in the position
Prior board experience (This is not required for Associate Board Members.)

Preferred Qualifications for this Position:
Previous fundraising experience with a 501 (c) 3 organization.