

**Friends of MIT Men's Basketball
Fundraising Committee Member
Role Description ----- DRAFT 8/24/2010**

The time commitment for committee members is modest, but each member must expect to devote several hours over the next year to attain the following goals in chronological order:

1. Become knowledgeable about MIT basketball and DAPER's situation today. Understand the case for giving to the basketball program and how MIT/DAPER stewards all the funds entrusted to them.
2. Learn the basic ways to give and how to track donations, if possible using the Alumni Association's on-line tool
3. Contact, typically via a phone call, a dozen or so alumni and encourage participation in the 2010-11 fundraising campaign.
4. Follow up with your assigned contacts to make sure they are thanked and know how to stay connected to MIT and basketball.

Primary Responsibilities

Under the leadership of the Committee Co-Chairs and guidance of the MIT Annual Fund staff, the committee will conduct personal outreach to friends/alumni of Men's Basketball. Specific responsibilities include:

- Make a personal gift or commitment to the Friends of MIT Basketball
- Solicit identified alumni, primarily via phone. You may be asked to solicit people whom you do not know personally.
- Provide periodic reports to staff and Co-Chairs on solicitation progress, to ensure appropriate outreach and follow-up are completed.
- Personally thank alumni whom you have solicited, upon receipt of their gift.
- Participate in periodic conference calls, usually 2-3 per year are scheduled. If at all possible, please try to attend the Alumni Leadership Conference at MIT when there will be a planning/training session on Friday afternoon, October 22, 2010.
- Attend in person if at all possible, an MIT game and/or the following signature events for the Program: Dec 31, 2010 game at Harvard, Feb 19, 2011 Alumni Weekend @ MIT, April 9, 2011, Basketball Excellence Banquet, and April 10, 2011 Basketball 110th Anniversary Celebration (part of a larger DAPER/MIT 150th Anniversary event)

Term of Office

Now through the end of MIT's Fiscal Year 2012 (June 30, 2012)

Qualifications

- An interest in, comfort with, and ability to engage and solicit
- Willingness to allocate time to this effort (~2 hours per month)
- Demonstrated generosity to MIT
- Enthusiasm for MIT, its mission, and MIT's approach to athletics.

For more information contact:

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