MT PHONATHON STUDENT FUNDRAISER JOB DESCRIPTION

Student Fundraisers contact MTSU alumni, parents, and graduating seniors by phone to update their contact information, reunite them with the campus by informing them of campus events and activities, and solicit gifts for the MTSU Annual Fund. Our priority is to build and maintain a relationship between MTSU and its alumni while informing alumni of the benefits and importance of giving back to the university.

RESPONSIBILITIES AND DUTIES
- Contact MTSU alumni to update contact information, build rapport, and solicit donations for the annual fund.
- Be a positive and enthusiastic representative of MTSU.
- Speak confidently and clearly about MTSU’s mission and financial needs.
- Maintain professionalism on the phone and in the call center.
- Use and follow specific ask amounts and guidelines as directed by the program.
- Handle objections and difficult asks or conversations with professionalism and tact.
- Maintain confidentiality of prospect information.
- Maintain good attendance and minimum three assigned calling shifts per week.
- Must attend mandatory training sessions throughout the semester.
- Follow all procedures outlined in the employee handbook and training programs.
- Must provide own transportation to and from shift and be able to arrive on time.

QUALIFICATIONS
- Sales or fundraising experience is preferred but not required
- Strong verbal communication skills
- Comfort in soliciting donations from alumni
- Ability to work individually and as a team
- Time management abilities

BENEFITS
- Growth in communication skills
- Professional development
- Networking, meeting new alumni every shift
- Fun and active work environment
- Shift assignment based on personal availability