

Holy Cross College
Student Employment

Title: Annual Giving Student Associate

Department: Mission Advancement

Supervisor: Sarah Charles, Director of Development, Annual Giving & Operations

Email: scharles@hcc-nd.edu

Schedule: Approximately 6–12 hours per week, weekday shifts from 2–5 p.m. and 6–9 p.m.

Rate of pay: \$15.00 per hour

Location: Mission Advancement Office (President's Wing)

Purpose

Become a Student Advancement Associate and be a voice for Holy Cross College. In this role you'll serve as a front-line ambassador for Holy Cross College and connect with alumni, parents, and friends by phone—thanking them, sharing updates, and inviting them to support students.

This isn't a typical phonathon job; you'll join a small, selective team trained to build real relationships in a professional, personalized way. Your work will sustain the Holy Cross mission and open opportunities for students. Along the way, you'll gain communication, networking, and career-ready skills that will set you apart after graduation.

What You'll Do

- Personally connect with alumni, parents, and friends of Holy Cross College by phone.
- Thank donors for their support and share updates on the impact of their giving.
- Invite donors to continue or increase their support through the Annual Fund and the Driscoll Society.
- Collect updated contact and employment information to strengthen alumni records.
- Document conversations and next steps in call sheets and reports.
- Work as part of a team where conversations can be handed off seamlessly to another associate.

Skills You'll Build

This role is designed to prepare you for professional success, no matter what your career path. Graduates who have served as Annual Giving Student Associates have gone on to careers in marketing, development, recruiting, and graduate school programs, often citing this experience as a key differentiator when applying for jobs and internships.

As an Advancement Associate, you'll develop the following skills:

- **Communication:** Engage diverse audiences, listen actively, and handle objections.

- **Networking:** Connect with alumni, parents, and leaders in their fields.
- **Sales & Relationships:** Gain skills used by sales, recruiting, and development professionals.
- **Data Management:** Maintain accurate records — a core workplace competency.
- **Teamwork:** Collaborate in a small, high-performing team.
- **Career Insight:** Explore advancement, fundraising, and nonprofit leadership.

What We're Looking For:

- Strong communication skills and a friendly, professional phone presence.
- Reliability, integrity, and attention to detail.
- Ability to work both evening and daytime shifts.
- Interest in developing professional skills in customer engagement, sales, or advancement.
- Enthusiasm for Holy Cross College and its mission.

If you are interested in this position, please email the supervisor listed above with a short statement of interest (resume recommended).