The Presidential Fellow for the Office of Development will work closely with the Vice President for Development and other senior managers within the division to support the mission of the College through a broad array of administrative and research activities. Duties include:

**Vice President’s Speaking Engagements and Correspondence**
- Conducts research and acquires background information needed to develop talking points and briefing materials for the Vice President’s speaking engagements and meetings, including but not limited to presentations for the Board of Trustees, the President’s Leadership Council, and events on and off campus featuring faculty, students, staff, alumni and parents.
- Collaborates with senior leadership to develop and edit PowerPoint presentations for Vice Presidential remarks.
- Serves as liaison to event planning staff, particularly with regard to technology required for presentations.
- Maintains office records of presentations and briefings.
- Drafts and edits various correspondences.

**Liaison Work**
- Working with the Deputy Director, engages in research projects in support of fundraising and stewardship directed toward programs within The Faculty of Arts & Sciences, the Office of the Dean of College, and the Office of the Provost, including but not limited to Baker-Berry Library, The Hood Museum of Art, the Hopkins Center, The Dickey Center for International Understanding, Ethics Institute, Leslie Center for the Humanities, the Rockefeller Center, and the Athletics Department.

**Market Research**
- Conducts research and acquires background information needed for market research projects, including creating and conducting surveys, gathering data and producing reports.

**Senior Class Gift and Young Alumni Projects**
- Works collaboratively with various departments within development and throughout Dartmouth to plan, coordinate, and execute programs in support of senior class gift program and young alumni programs.

**General**
- Provides research and administrative support, including implementing strategies for communicating with alumni and volunteers.
- Monitors and follows-up on projects, action items, and strategies; assists with coordination of various meetings.
• Handles confidential, sensitive information, exercises excellent professional judgment and discretion and interacts appropriately with Dartmouth constituencies that may include senior officers of the College.
• Supports the goals, guiding principles, core values and fundraising objectives of the Development division.
• Attends quarterly staff development sessions, as well as college events, programs and meetings.
• Participates in meetings, training programs, and events with the Presidential Fellows Program.

Performs other duties as assigned