

DIRECTOR OF DEVELOPMENT

Responsibilities of the Director of Development shall be as follows:

- Maintains current records of corporate members and designees, contact information, term of memberships, and other pertinent information.
- Develops and updates corporate membership benefits package and coordinates year-end distribution with the Board of Directors
- Develops and maintains a list of corporate members and designees, contact information, term of memberships well as other pertinent information
- Coordinates with the Treasurer to ensure payment of sponsorship fees is submitted
- Recruits new corporate members
- Acknowledges contributions, through thank-you notes and ensures that contributors are greeted and given special attention at Chapter functions
- Works with chapter leaders on corporate sponsors for program events
- Coordinates with the Communications Director to ensure Corporate Sponsor recognition at programs and events
- Maintains a list of corporate sponsors and scholarship donors for local events and ensures they are acknowledged. Inform the Board of Directors of updates to this list as they occur
- Prepares reports for the Board of Directors on the number of current sponsors, renewing sponsors, and new sponsors
- Develops relationships to cultivate new sponsors for the Chapter and event
- Distributes a “sponsorship package” to new sponsors and renewing sponsors including details about available sponsorship levels and opportunities, benefits, information about Chapter events, and the link to the Chapter’s website
- Coordinates new fundraising and network events to boost sponsorship and professional development opportunities for the Chapter
- Works with Chapter leaders on corporate sponsors for program events