



**AIGA Minnesota**

AIGA | the professional association for design

## **AIGA Minnesota Job Description**

### **Associate Director of Development**

#### *Purpose of Position*

The Associate Director of Development works with the Director of Development to identify, pursue, and secure in-kind development partners in order to meet Chapter development goals. Once in-kind development partners have been secured, the AD of Development transfers the relationships and necessary information to the Director of Development.

#### *General Responsibilities*

1. Acting upon strategies set into motion by the Director of Development, uses the Chapter's network and own existing network to research, identify, and pursue in-kind development opportunities in line with set goals.
2. Along with the Chapter President, only the AD of Development has authority to make or offer development agreements on behalf of the Chapter, provided that said agreements fall within the guidelines established by the Director of Development and the "Sponsorship Guidelines" published by the national organization.
3. Understands and adheres to the "Sponsorship Guidelines" published by the national organization.
4. Limits development relationships to those consistent with national and Chapter guidelines.
5. Restricts access to the membership list, consistent with AIGA policy.
6. Assists in efforts to produce and/or maintain a comprehensive development package to used as a tool in securing new development partners.
7. Pursues development opportunities suggested by others.
8. Consistently communicates with the Director of Development regarding status of open leads and closed (or "landed") opportunities.
9. Provides for smooth "hand-off" to the Director of Development after securing a development partner in order to ensure that the terms of the contract will be fulfilled.
10. Works with the development committee to ensure that the obligations of signed partners are understood and satisfied by the Chapter.
11. Maintains reasonable and accurate records that reflect actions taken: who has been contacted when, what they gave to the Chapter, what the Chapter gave in return, etc.
12. Maintains contact and good relations with partners in attempts to secure return donations.

#### *Required Areas of Expertise and Work Experience (required)*

1. Minimum 5 years experience in professional practice in design or related/affiliated field
2. Previous team or committee experience (in any capacity); must be a team player
3. Previous AIGA committee experience

#### *Critical Knowledge and/or Skills (preferred)*

1. Previous experience leading /working with volunteers
2. Good communication skills



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### *Teams & Resources*

1. Associate Director of Development
2. Development Committee
3. Executive Committee
4. Programming Team

### *Powers, Nomination and Term*

1. **POWERS:** Non-voting associate member of the AIGA Minnesota board of directors.
2. **NOMINATION:** Nominated by any AIGA Minnesota member or self-nominated; appointed to serve on the board by majority vote of the board.
3. **TERM:** 2 years, with option to reapply for additional terms.