



AIGA Minnesota

AIGA | the professional association for design

AIGA Minnesota Job Description Director of Development

Purpose of Position

The Director of Development sets the strategic framework for chapter development goals and opportunities and leads the development committee to meet those goals. Leads the Chapter's efforts to identify, pursue, and secure sponsorship partners, and ensures that partnership agreements are being fulfilled.

General Responsibilities

1. Establishes and implements the strategic framework for chapter development, including development goals, areas of partner interest, and overall tactical approaches.
2. DOES NOT make or offer development agreements on behalf of the Chapter. Rather, the Director of Development forwards suggested opportunities to the Associate Director of Development.
3. Regularly communicates with programming directors to understand current and future development needs and modifies and communicates development goals to reflect said needs.
4. Attends programming council meetings and event committee meetings when needed.
5. Understands and adheres to the "Sponsorship Guidelines" published by the national organization.
6. Limits development relationships to those consistent with national and Chapter guidelines.
7. Restricts access to the membership list, consistent with AIGA policy.
8. Leads the efforts to produce and/or maintain a comprehensive development package to be used as a tool in securing new development partners.
9. Acts as the direct report for the AD of Development, who, along with the Chapter President, have the only authority to offer development arrangements on behalf of the Chapter.
10. Chairs the development committee, which oversees and assists in the acquisition and fulfillment of partners.
11. Acts as, or delegates the power to act as, the main "Account Executive" between partners and the committees in charge of producing the supported event(s).
12. Acts as the main authority and is invested with the main responsibility for ensuring that contractual obligations between the Chapter and partners are fulfilled.

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



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Critical Knowledge and/or Skills (preferred)

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

Teams & Resources

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

Powers, Nomination and Term

1. **POWERS:** Voting member of the AIGA Minnesota board of directors.
2. **NOMINATION:** Nominated by any AIGA Minnesota member or self-nominated for consideration by the AIGA Minnesota nominating committee; appointed to the slate by the nominating committee; ratified to serve on the board by majority vote of the membership.
3. **TERM:** 2 years, with option to reapply for second and third term. Not to exceed maximum of 6 consecutive years of (voting) Chapter board service.