

POSITION: Director of Development
TERM: Two-year term
TIME COMMITMENT: 15--20 hours/month

PRIMARY RESPONSIBILITY:

To assist in the management and direction of the organization in a manner that is timely and consistent with the goals and policies of the organization, with emphasis on managing associate members, partners, sponsors, member-to-member offers, and exhibitor benefits and activities.

MAJOR DUTIES:

The Director of Development will:

1. Research, identify, communicate with and secure potential and current associate members, partners, sponsors and exhibitors at national and provincial levels.
2. Develop and update the Associate Membership Kit annually.
3. Liaison with other directors, in particular the Director of Marketing, on activities, involving associate members, partners, sponsors and exhibitors.
4. Follow-up with associate members, sponsors, partners and exhibitors to ensure they are receiving the benefits under their agreements with POC, provide analytics from email blasts and to ensure satisfaction with the program.
5. Work with the Exhibitor/Sponsor Lead for the National Conference Committee and attend meetings when invited, to research, identify and communicate with potential and current sponsors and exhibitors for the annual conference.
6. Attend on-site for the Conference to assist the NCC Sponsorship/Expo Lead as needed and to meet and greet sponsors.

REPORTS TO: President

DIRECT REPORTS: None