



**NAFSA: Association of International Educators
Development Coordinator Position Description**

Position:	Region VII Development Coordinator
Appointment:	By Regional Chair in consultation with Chair Stream and the current Development Coordinator
Term:	3 years

Qualifications:

- A NAFSA member
- Minimum of 2 years' experience in the field of international education
- Support and encouragement by home institution to carry out position responsibilities, including travel to team meetings
- Prior experience with institutional/organizational partnership management, cultivating professional relationships, development activities, contract negotiations, grant writing, and/or fundraising/sales.
- Prior knowledge about businesses and organizations with an interest in NAFSA, its regional activities and members.
- Demonstrated commitment to international education and exchange and the concept of professional development through participation in conferences and workshops
- Strong communication and organizational skills
- Observance of NAFSA's Statement of Ethical Principles
- Demonstrated experience at the state or regional level (i.e., presenter, holding leadership position(s), etc.)

Meetings:

- Spring Team Meeting (February/early March) – (Region VII pays for mileage, shared lodging and meals)
- State Meetings, when possible
- Annual Conference
 - Team Meeting
 - Regional Update Meeting
- Regional Conference
 - Newcomers Orientation
 - Opening Reception
 - All special events (i.e., plenary, closing celebration, regional business meeting)
 - Pre & Post Conference Team Meetings

Responsibilities:

- Responsible for all fundraising and sales activities of the Region, including: expo hall, advertiser, and sponsorship sales; ad sales for website/newsletter and as needed; and the annual silent auction and raffle events at the regional conference
- Attend all team meetings, regional conferences, and when possible, the Annual NAFSA Conference
- Attend Development Coordinator-related meetings and calls when offered
- Provide regular updates and reports to Chair Stream and the Regional leadership team on development efforts and sales for the regional conference
- Provide reports to the leadership team on marketing efforts and sales for the regional conference at team meetings
- Maintain orderly files on all development activities, leads, and past/present/targeted partners, including dates, types, and outcomes of communication
- Responsible for creating Sponsor/Exhibitor/Advertiser content for the recruitment flier and the expo sales online registration, ensuring that content is consistent across all platforms, in consultation with Chair-Elect
- Work with the Communications Coordinator for timely and appropriate updates to our sites and social media
- Maintain prompt, professional, and responsive correspondence with regional partners and stakeholders, serving as the principle point of contact for sponsors, exhibitors, and advertisers leading up to and during the regional conference
- Identify and recruit new organizations or individuals for the regional partner list, maintains current revenue streams and identifying new sources of income
- Identify, develop, and secure in-kind donations to the region, including audio-visual, computer, and other equipment needed for the regional conference
- Advocate for the needs of sponsors, exhibitors, and advertisers during regional conference planning meetings
- Assist Chair-Elect in recruiting, selecting, training, and mentoring successor
- Encourage all forms of professional development activity within the region
- Serve as a responsible member of the regional team
- Initiate special activities
- Identify potential members and encourage membership in NAFSA

Benefits:

NAFSA Region VII provides access to resources and networking throughout the year. Some of the benefits are:

- Meeting and networking with peers at other organizations institutions within the region
- Serving as mentor to others and identifying resources to the betterment of colleagues
- Gaining visibility on your own campus as a leader in the field of International Education
- Building your resume by documenting your strengths and expanding your experience
- Learning more about NAFSA's strategic directions and organizational structure