

Development Coordinator

Overall Responsibility

Maintain a list of organizations and individuals who are current or potential sponsors, partners, exhibitors, advertisers, etc. for various regional programs and activities. Track sponsor activity to aid further development and target development projects. NAFSA's Global Partner program will already house some of this data, but information beyond Global Partners should be maintained.

Communicate thoroughly and promptly with the vendors about the logistics of the regional conference.

Determine additional opportunities beyond the exhibit hall space and advertising in the conference schedule (app.). These opportunities may include, but are not limited to, sponsorships of coffee breaks, opening reception, and plenary lunch. Work with the national NAFSA staff to recommend pricing and benefits. Determine these opportunities/details by the deadline (provided by the Chair) to advertise these opportunities once regional conference registration opens.

Ensure that the needs of the region's vendors and partners are being met, and bring recommendations to the Team. At the same time, balance these needs with the preferences of the Region 8 members.

Identify, develop, and secure donations for the support of regional grants. These donations may involve raffles, auctions, or other fundraising activities that take place at the regional conference.

Work with national NAFSA staff to become familiar with state gambling laws of the hosting state regarding such fundraising activities.

Promptly respond to emails regarding Region 8 business and to inquiries from vendors/sponsors.