



NAFSA: Association of International Educators: Region XII
Job Description: Development Coordinator

Term: Two years

Appointment: By the Regional Chair in consultation with the Region XII Chair Stream
(Chair-Elect and Past Chair)

Qualifications:

- Strong working knowledge of NAFSA as an organization, and its primary financial sponsors.
- Should possess established network of professional and organizational contacts, ideally that spans multiple field domains (EA, ISSS, IEM, etc)
- Ability to articulate impact and value of NAFSA events, training, and publications and how these activities intersect with sponsorship and exposure opportunities for potential supporters.
- Willingness to coordinate closely with Region XII Conference Chair/conference team, Communications Chair, and other activity leads, to expand sponsorship support for the Region.
- Willingness to serve as a part of the regional leadership and work with the chair-stream on team training and conference planning
- Must have the support and backing of one's institution/organization and direct supervisor to carry out the responsibilities of the position
- Ability to attend all Region XII team meetings, NAFSA Annual Conference and Region XII Fall Conference
- Engage in routine business and online correspondence with the Region XII team
- Strong communication and administrative skills
- NAFSA membership encouraged, but not required

Responsibilities:

- Establish an annual development plan, coordinated with the conference planning team and Regional leadership.
- Maintain and grow a network of organizations and individuals who are current or potential exhibitors, sponsors, advertisers, or other partners for the Region.
- Engage in regular correspondence with this network to communicate opportunities for support and to understand their needs/interest in engaging with the Region.
- Recruit supporters and advertisers from this network.
- Identify and develop new potential sources of income for the Region, with emphasis on diversifying sources and partners.
- Identify and secure in-kind donations to the Region, including conference logistics such as A/V equipment, raffle/auction items, etc.
- Serve on Conference Committee as Sponsorships & Exhibitors Committee Lead. Coordinate with the conference planning team to ensure maximum value and visibility for supporters, including feedback to improve, change, or add new opportunities that create potential for increased support.
- Coordinate with Communications Chair to embed sponsorship in Regional newsletter/mailings and administer invoicing/payments.
- Update NAFSA RXII Regional Team Shared Folder with information relevant to position to ensure continuity and historical information for future leaders and activities
- Perform other duties as assigned by Regional leadership.