

Vice President of Benefactors

Reports To: President and Board of Directors

Prerequisites:

1. Must have served on the current Board, as a City Center Director, or as a committee member at the City Center level.
2. Must be an IIDA member in good standing.
3. Willingness to serve a two-year term. The IIDA term goes from July 1st to June 30th.

Job Description:

1. Responsible for developing and executing annual Benefactor sponsorship campaign to support the programs of the Chapter.
2. Support Event Chairs in developing sponsorship opportunities and executing solicitation.
3. Perform other duties as required by the President and the Board of Directors.

Committees:

Annual Benefactor Sponsorship Campaign

Responsibilities:

1. Manage annual Benefactor sponsorship campaign:
 - a. Establish annual campaign timeline.
 - b. Create and distribute sponsorship package, coordinating with VP of Communications and VP of Public Relations.
 - c. Coordinate solicitation efforts among Chapter Board members, maintaining a spreadsheet of manufacturer representatives contact information across Ohio and Kentucky.
 - d. Maintain a spreadsheet of registered Benefactors and event allocations.
 - e. Coordinate sponsorship payments with the Director of Finance.
 - f. Create and distribute sponsorship letters thanking them for their contribution and indicating their sponsorship level and benefits.
 - g. Track Benefactor use of benefits, coordinating digital benefits with VP of Communications and VP of Public Relations.
2. Establish and maintain relationships with manufacturer representatives across Ohio and Kentucky.
3. Assist in soliciting monetary or in-kind donations for any activity that is an expense to the Chapter outside of what is offered in the annual Benefactor sponsorship campaign.
4. Coordinate with Event Chairpersons on the solicitation and documentation of event sponsorship.
5. Review and track overall sponsorship and Benefactor Allocations on monthly financial documents.
6. Ensure that sponsors are included in the appropriate email and mailing lists.
7. Increase public awareness of the profession and of the organization.
8. Represent the Chapter at professional events.
9. Attend City Center & Committee events as often as possible.
10. Prepare the annual budget for VP of Benefactors and submit at the determined date by the Chapter President.
11. Adhere to IIDA Ohio Kentucky Chapter Policy & Procedures.
12. Maintain good records that can be passed on to the next person in position including an organized Google Drive Folder and Inbox.
13. Maintain open communication with IIDA Headquarters and City Center Committee members as required.
14. Prepare updates for monthly conference call and quarterly retreats; prepare Annual Report of activities for the Board retreat (July).
15. Two year commitment with the following time requirements:

Chapter Board Position Description

- a. Monthly chapter conference calls (60 minutes), generally first Tuesday of every month.
- b. Attendance at strategic planning annual chapter retreat (3-4 days), generally Thursday - Sunday the third week in July.
- c. Attendance and participation at three quarterly chapter meetings per year (2 days), generally from 3PM Friday to 4PM Saturday;
- d. Host monthly committee meetings with all five city centers, generally one conference call per month (30 - 60 minutes) and time necessary time to support position.

Benefits:

1. Opportunity for leadership and professional growth.
2. Interaction with other members and industry leaders.
3. Opportunity for recognition and service within the IIDA association.