

AIGA DFW Director of Partnerships

Minimum Tenure: 2 years

Maximum Tenure: 4 years

Mission:

To form mutually beneficial relationships with local businesses and organizations that are interested in supporting design and designers. This includes venues, member discounts, and the pursuit of positive relationships with design-centered nonprofits and businesses.

Responsibilities:

- Actively keep an eye out for new relationships with venues and partners
- Maintain a spreadsheet for current and potential venues, documenting outreach dates, responses, events held at each location, and what we provided in return (social media posts, logo on event artwork, stage time, etc)
- Maintain a spreadsheet for current and potential partners (we avoid using the word sponsor to build relationships that are beyond financial in nature); this should document the last date of contact, what they provide to us, and what we provided to them in return
- Support each program by working with the chair to understand venue/partner needs, as well as to suggest partner involvements that could make the program more meaningful to our community (donation of notebooks, food/coffee, mentoring time, etc); maintain clearly defined objectives for each program / event
- Develop and maintain a comprehensive kit to guide event chairs through successful partner integration, with easy checklists (for example, beginning by crafting a social post that acknowledge a partner's support and offerings while sharing our excitement to work with them, support through the event for positive partner engagement, thank you emails and social posts after the event, etc)
- Maintain contact with partners to understand how they would most like to engage with us, and at what kind of events, during the coming year
- Ensure that all partners are in the loop, have links to cross-promote events, and are graciously and formally thanked with 24 hours of event end.
- Be prepared to take the lead on any event in the absence of the event chair.
- Attend at least half of AIGA DFW events, one board meeting per month, and the annual board retreat

Skills + Traits

- Substantial experience in the area of event planning and execution
- Excellent verbal and written communication skills.
- Experience managing projects and keeping a detailed follow up schedule.
- Organized and can easily multitask on a variety of projects.
- Comfortable working remotely: resourceful, independent, self-motivated, digital team player
- Possess cross-cultural literacy