



Job Description: Strategic Partnership Coordinator

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Team Co-Chair: Yes

Report to: IAND President

Voting Status: Non-voting

Elected Position: Appointed

Term of Position: Two year

Effective Date: June 1st

Responsible for Budget: Media/PR

Expenditure Approval Needed: Yes

Board Meeting Attendance: Mandatory

Meetings

- Attend IAND Board Meetings and Annual Meeting.
- Participate actively at Board meetings.

Reports

- Coordinate compilation of Annual Meeting feedback from member evaluation
- Other reports as required
- Prepare updated job description to incoming President at end of term

Budget

- Budget to Treasurer in April
- Prepare a budget for the position for the next year, in cooperation with Nominating Committee Members and incoming Nominating Committee Chair
- Adhere to budget and become familiar with budget process for the IAND

Travel Expectations

- IAND Board Meetings

Objectives

Serve as resource to state and districts on partnering with local companies and organizations.

Serve as the IAND link between the public and IAND for National Nutrition Month and IAND Spring Meeting.

Serve as Co-Chair of the Public Initiative Team and oversee IAND Media and Kaleidoscope Awards.

Participate in promotion of IAND Spring Meeting.

Serve as liaison to companies and organizations to promote IAND.

Possess a working knowledge of IAND Bylaws, Standing Rules, and Policy/Procedure Manual.

1. Answer correspondence as quickly as possible, with copies of correspondence given to appropriate officers and chairmen.
2. Participate in assigned Initiative Team and in the development of its program of work and accompanying budget.
3. Prepare a plan of work for the year.
4. Ability to volunteer five to ten hours per month for outreach initiatives to promote IAND.
5. Sufficient flexibility in work schedule to accommodate preparation time and short-notice meeting requests.
6. Coordinate and assists in planning activities in all Districts for National Nutrition Month.
7. Respond to any requests for advertising in the newsletter.
8. Be available for requested media interviews.
9. Is available for Media planning with IAND and /or district board and Media Representative Chair.
10. Organizes and supports media staff attending IAND and district meetings.
11. Prepare and update Public Relation's files for end of term of office. Provide files and orient next fiscal year's volunteer as to duties of the office.
12. Prepare report quarterly for IAND Board on outreach successes.
13. Provide Treasurer with properly prepared expense reports.
14. Respond to request from AND regarding position activities.
15. Perform other duties as assigned by the IAND President.
16. Review job description and submit suggested revisions to IAND President at April Board meeting.

Resources available from AND

- AND Press Releases
- AND Public Relations Team
- RD's Weigh in Blog
- Working with the Media: A Handbook for Members of AND