LANDLOVERS DIRECTOR OF DEVELOPMENT RESPONSIBILITIES

1. Add to the contact list of current and possible Foundation donors. Review Sponsor categories, donation levels and Sponsor benefits.

2. Create and/or update solicitation packet for current and perspective sponsors.

3. Report to Landlovers Board on progress through monthly report.

4. Write Donor Appreciation letters to Sponsors and Individual Donors that include the tax acknowledgement.

5. Deliver all checks to Landlovers Treasurer and maintain a record of all checks received.

6. Sponsor signs are printed at Fast Signs, 11136A Abercorn (next to Hobby Lobby and Lowes.) Phone # 912-551-8185, Kelly or Krissy. They know Landlovers well.

7. Sponsor signs are displayed at all LL Social Events, Flea Market Intake, Sale Day, Auctionmania, Games Day, Year End Awards Ceremony, Opening and Closing Events and Annual Christmas Golf Cart Parade.

8. Use current Deposit Forms and Check Request Forms found on LL website.

9. Notify Webmaster of all Sponsors with their giving category to be added to/updated on Website and Communications Director for Newsletter. Sponsors' website link needs to be checked periodically.

10. Write up a Spotlight for each Platinum and Diamond Sponsor and make sure that one Platinum or Diamond Sponsor is recognized each month in the newsletter.

11. Coordinate with Fundraising Chairs to include Sponsors names in all advertising.

12. Create a packet or design an Individual Donor Solicitation letter.

13. Make sure that Individual Donors above a certain $ amount get listed on the LL website.

14. The LL Treasurer will be notified of all online Donor gifts. He/She will then notify you. Periodically, review those Donors/Gifts with Treasurer to make sure the $ have been received by LL.

15. Create Posters to be displayed at Closing and Opening Events of ALL Sponsors and Donors. In addition, create a Poster that acknowledges all Award winners - Scholarship /Merit Award winners and all Grants.

15. Store Sponsor signage and Posters for future events.