



National Business Connections Coordinator

The National Business Connections Coordinator serves as the chief volunteer coordinating the business process at the national level in conjunction with the NACA Office and ensures ongoing communication among Assistant National Business Connections Coordinators and Regional Business Connections Coordinators.

Specific Responsibilities:

- Supervises efforts of Assistant National Business Connections Coordinators and Regional Business Connections Coordinators.
- With Assistant National Business Connections Coordinators, provides on-site Block Booking support for NACA events during each year of their term as time permits.
- In conjunction with the NACA Office and Assistant National Block Booking Coordinators, prepare and facilitate training for Business Connections Coordinators.
- Provides input into the ongoing development and maintenance of the national Block Booking online system to the designated NACA Office staff member.
- Works with the NACA Office and Business Connections & to recommend related policies to the NACA Office.
- Oversees the Block Booking process at NACA events by:
 - Coordinating logistical arrangements with the NACA Office for computer services and volunteer staffing for the Block Booking Center in addition to the Block Booking Meeting room
 - Overseeing on-site training and staffing of the Block Booking Center
 - Overseeing the Block Booking process as a whole to ensure consistency from event to event.
- Writes articles for various Association publications and hosts webinars as needed prior to NACA events.
- In conjunction with the NACA Office, develops reports to illustrate the progress made from year to year.
- In conjunction with the NACA Office, maintains documentation and records of all Block Booking progress to generate reports and provide statistical evidence to support policy change requests.
- Assures that the Association's Mission and Vision are reflected in the attendee experience by helping create an inclusive, hospitable environment where all attendees

feel welcome and connected. This includes attending all events and meetings to set the tone for attendee engagement.

- Attends meetings as deemed necessary by the Chair of the Board.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives into the event planning process.
- Follows NACA's Non-discrimination, Diversity Advancement and Affirmative Action Principles to recommend others to fill available positions in the NACA leadership and takes the necessary steps to achieve a diverse Association both through the recruitment of volunteers and suggesting to the Board of Directors new or modified programs and services for the Association's members.
- Integrates and supports principles of diversity, equity, and inclusion.
- Maintains a thorough knowledge and understanding of, and ensures adherence to, NACA Policies and Procedures.
- Assures that NACA goals, initiatives and relevant strategic plan objectives are integrated with event initiatives and position responsibilities.
- Follows NACA's Non-Discrimination, Diversity Advancement and Affirmative Action Principles to recommend others to fill available positions in the NACA leadership and takes the necessary steps to achieve a diverse Association both through the recruitment of volunteers and suggesting to the Board of Directors new or modified programs and services for the Association's members.
- Communicates the Association's mission and values to current and potential members to actively promote recruitment and retention.
- Additional responsibilities as assigned and agreed upon with volunteer supervisor and/or NACA office staff liaison.

Qualifications/Expectations:

- Supports NACA programs through attendance whenever possible.
- Attends NACA conferences and NACA Live.
- Supports NACA programs through attendance whenever possible.
- Must be a full-time professional staff member at an NACA member institution.
- Must have approval from and support of their institution (note: support is defined as financial as well as time out of the office, etc.)
- If the volunteer changes jobs during the position's term, the new school must also be a NACA member and provide a statement of support. The NACA Coordinator of Volunteer Leadership Services must be informed of this change within two weeks and the new letter of support must be received at the NACA Office within 30 days of selection. If not a member school, the school must join as a member within 30 days of transition.

Association Support:

- Will receive registration waiver, hotel rooms, travel, meals and/or per diem for NACA Live and NACA conferences when providing on-site support.

- NACA Connect
- Zoom
- NACA Google Drives

Term of Service/Time Commitment:

- Two Years
- May 1-April 30

NACA Office Liaisons:

- Associate Services Manager
- Experience and Events Director

Competencies:

- Relationship Development
- Networking and Business Relationships
- Professional Development
- Recruitment and Retention
- Policy Knowledge Development and Management
- Training
- Volunteer and Staff Management
- Supervising
- Strategic Planning
- Event Support
- Intentionality in Student Learning
- Cultivating a Sense of Belonging
- Fiscal Management
- Experiential Leadership Learning