**Development Director Guide**

The duties of the Development Director are relatively easy. There are two major areas of responsibilities – promote the site and coordinate the Donation Drives.

**Welcome new members:**

* welcome them to the site
* ask how they found the site (e.g. web search, personal referral, etc….)
* inquire whether they have other questions about the site.
* inquire if they have any suggestions for making the registration process any easier
* tell them about NCWW, Inc., and requirements/benefits of corporate membership
* refer them to information on the Articles page for assistance with things such as uploading photo’s to a post...

Seek opportunities to promote the North Carolina Woodworker, Inc. group.

**Donation Drives**

Typically we conduct two donation drives annually. The first (Spring) drive should be conducted approximately between **2/15 – 3/14**, and the Fall should be approximately between **8/1 – 8/31**. This should prevent any overlap with the raffles, and end earlier enough before Christmas.

1. Place a request in the Programmer’s Forum to verify that the “Donate” button works correctly, and that payments made through PayPal and credit cards are processing correctly.
2. Request that a banner run for the duration of the drive.
3. Verify that the Treasurer is receiving all necessary information for the required documentation.
4. Announce the beginning of the donation drive. This should include the following:
   1. the 301(c) requirements and benefits. This information is a good reminder for all members, and especially helpful information for our newer members.
   2. Donations can be made via PayPal, credit cards or by checks/money orders
   3. checks should be made out to North Carolina Woodworkers, Inc.,
   4. the address to mail any checks/money orders
   5. the availability, on request, of our tax ID information
5. Continue to work with the Treasurer and programmers to ensure all the donation paths continue to work as expected.
6. Verify the donation thermometer is updating to accurately reflect the increases of funds received.
7. Check with treasurer to be sure there are no bugs/issues in any of the above processes.
8. Thank and encourage members to donate. Keep the donation thread active.
9. Repeat above steps often as necessary.
10. Worry because time is drawing near and the dollar amounts aren't.
11. Frequently remind members this these drives are a requirement of our 301(c) status.
12. Earnestly thank everyone for their participation.