

MICA Board Position Description

Title: Sales Creative Design Director

Preferred Minimum Requirements: Experience in product design
 2 or more years involvement in Globals pin trading
 Knowledge of Destination Imagination program
 Able to attend scheduled MICA Governing Board Meetings

Term: 3 years

Description

The Sales Creative Design Director shall be responsible for leading the sales team in all aspects of creative product design, as well as consulting on other product design needs for MICA, including Team Michigan related items.

Primary Duties

Completion Date

• Co-Chair the MICA Sales Committee	Ongoing
• Work with Sales Committee to determine product line and support materials for the year	By end of Summer Retreat
• Lead Sales Committee to determine the annual theme	Prior to Summer Retreat
• Work with Sales Committee to finalize product design ideas	Prior to Fall Board Meeting
• Present final product design plans to the Board of Directors	Fall Board Meeting
• Work with vendors to create products based on product design ideas	Prior to item order date
• Gather feedback from participants on theme and products	Affiliate Finals
• Present feedback to Board of Directors	Affiliate Finals
• Work with Sales Business Operations Director on update email for Ex-com	1 st of each month
• Lead Sales Committee in all discussions related to product design	Ongoing
• Include Sales Business Operations Director on all emails with vendors	Ongoing
• Serve as a member of MICA Governing Board	Ongoing

Key Skills and Knowledge Requirements

- Ability to visualize a product concept and work with a vendor to realize that vision
- Understanding of basic visual design concepts
- Ability to communicate professionally
- Ability to work effectively and respectfully with adults and children
- Ability to work effectively and respectfully with the Sales Committee and MICA Board of Directors