



Director, Sponsorship

The **Director, Sponsorship** is responsible for procuring both cash and in-kind sponsorships for the Chapter as well as performing all the duties specified by the Constitution and Bylaws or those approved by the Board of Directors. The position reports directly to the VP of Sponsorship and manages the activities of all volunteers on the sponsorship committee. The ideal candidate is someone who has experience with sponsorship partners and a background in sales.

Main Responsibilities for the Director, Sponsorship:

- Select and secure sponsors to subsidize chapter operating budget – whether that is renewing existing partnerships or creating new relationships
- Create sponsorship sell sheets for chapter use
- Secure in-kind sponsorships for operational needs (venues, food/beverage, printing, promotional items, ad placement, administrative expenses, etc.)
- Work with VP to determine sponsorship levels and benefits for strategic partners and sponsors
- Develop prospect lists for both cash sponsorships and in-kind services with the assistance of committee members
- Oversee the handling of sponsor recognition, relations & correspondence
- Assume responsibilities common to all officers and directors of the board

Top Three Requirements for the Director, Sponsorship:

- Sales and marketing background
- Successful track record of building and leading a team
- Ability to generate revenue through in-kind and cash sponsorships

Time Commitment:

- 3-5 hours per week
- Attend monthly committee meetings
- Attend monthly board meetings & some events