



Vice President of Sponsorship

The **Vice President of 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 President of the Board and manages two directors: Director of Corporate Brand Relations and the Director of Agency Relations. The ideal candidate is someone who has experience with sponsorship partners and a background in sales.

Main Responsibilities for the Vice President of 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, postage, promotional items, ad placement, administrative expenses, etc.)
- Measure sponsorship dollars and generated in-kind donations
- 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
- Oversee account management of all sponsors to fulfill each sponsor contract

Top Three Requirements for the Vice President of 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
- Hold monthly committee meetings
- Attend monthly board meetings & some events