



## Vice-Chair of Sponsorship - Job Description

Reporting to the Chair and serving as a member of the Executive Committee along with the Chair, Vice-Chair Treasurer and Vice-Chair Media, this position's primary responsibility is ensuring funding from grants and sponsors.

### General Duties:

- Collaborate with the Vice-Chairs throughout the planning and visionary stage.
- Create a master timeline with the Vice-Chairs, as well as a portfolio-specific timeline
- Manage the tasks of your portfolio
- Participate and sit on a working-committee (specific committee to be determined during planning process)
- Attend and participate in all LSA Planning Committee meetings
- Facilitate meetings with Coordinators and support their work
- Build strategic relationships with various community partners who support the LSA
- The Vice-Chair of Sponsorship will supervise the Corporate Sponsorship volunteers.
- Create and manage the Sponsorship budget
- Assess new sponsorship opportunities, deliver sponsorship pitches, and recruit new sponsors
- Maintain current LSA partnerships
- Update the corporate relations/membership package

### Sponsorship Portfolio-Specific Responsibilities:

Write Fundraising proposals

- Participate in drafting and writing of grant proposals
- Developed a team of volunteers to draft grant proposals
- Read and provide feedback on proposal drafts
- Draft portions of business contracts

Participate in fundraising events

- Participate in meetings with potential funders
- Take the lead presenting to and following up with funders
- Help cultivate future funders
- Participate in a call with a major donor to learn the fundamentals of major gift solicitation
- Participate in internal fundraising meetings and provide input on strategy and tactics

Participate in donor management

- Take responsibility for coaching a division of volunteers in the annual campaign
- Develop and implement a plan that assures donors and volunteers feel appreciated for their involvement

**Qualifications:**

- Demonstrated examples of leadership skills, especially among peer group
- Strong interpersonal, organizational skills and project management skills
- Previous experience leading committees or teams
- Ability to motivate and inspire others and lead by example
- Demonstrated initiative; ability to recognize problems quickly and apply sound solutions
- Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency
- Task-oriented and reliable
- Enthusiastic and passionate about Artists development and leadership
- Experience and willingness to learn and teach others
- Previous experience with all Microsoft Office applications

**Additional Qualifications:**

- Good working knowledge of MS Excel (Mail Merge, forms, data sorting etc.).
- Experience creating and maintaining a budget
- Knowledge and expertise in building and maintaining service provider, client and sponsor relationships
- Initiative, vision and tenacity for sourcing and developing sponsor relationships for the LSA to grow in 2012 and beyond

Furthermore, the LSA executive committee may expect opportunities to use and develop skills in the following (but not limited to) areas:

- Event planning and management
- Committee organization and leadership
- Performance assessment and goal setting
- Some financial management