

Sponsorship and Fundraising Coordinator

Responsible for all relations with industry partners, including soliciting partners for Unit programs to help recover/reduce the cost of the programs, and for soliciting advertisers/partners for the Unit communication channels

DUTIES

- Review annually and make recommended changes to the Executive Board, the sponsorship levels as outlined on the Chapter website, sponsorship page.
- Solicit potential sponsors and respond to all inquiries about sponsorship.
- Collect sponsorship details; names, addresses, logos, etc.
- Keep Executive Board members, event committee aware of sponsorship interest.
- Coordinate with Treasurer for sponsorship payments.
- Coordinate with Communications Committee members for advertisement placement.
- Ensures that sponsors receive all agreed upon deliverables.
- After sponsorship, send thank you, and if applicable, a copy of any printed materials with their ad.
- Maintain a list of past and potential sponsors.
- Adheres to [SLA Unit Fund Development Practice](#).