



Position Title: **Sponsorship Manager**

Term: 15 months

Reports To: Dir. Of Finance

Voting Position: No

Supervisory Duties: No

Committee Members: Yes

Board Appointed: Yes

Description:

Increase visibility and profitability of the chapter by attracting and signing sponsors for key events, including The Annual Conference, Allied Partner's event, and Professional Development events. Sustain and deepen relationships with key partners.

Time Commitment:

5-10 hours per month recurring

10-20 hours per month leading up to Conference, Allied Partner's Event, & Professional Development events.

Key Competencies:

Sales, Relationship Management, Business Acumen, Communication, Collaboration

Primary Responsibilities:

- Manage ATDps Sponsorship including, but not limited to, sponsor identification and outreach, introduction of sponsors to key board members and ATDps leadership, manage relationship with existing sponsors and represent sponsorship opportunities to the local business community
- Maintain and grow the list of current and potential sponsors
- Design marketing materials and communication plan in coordination with Director of Communications
- Develop and be able to communicate various options for organizations to sponsor and partner with ATD Puget Sound
- Promote sponsorship opportunities through email, phone calls, social media and networking events

Success Measures:

- Conference is supported by at least 5 sponsors.
- Meet revenue targets for sponsorship revenue line items.
- Achieve goal net profit from events (if approved by Board)
- Sponsors are procured at least one month in advance of programs.

- Track finances and submit receipts for reimbursement within 30 days of purchase
 - Works collaboratively with others, including Dir of Programs, Dir of Special Events, Conference Manager, & Board members
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Privileges:

Free attendance at events
Visibility in a high-profile position
Position listed on your resume and LinkedIn profile
Opportunity to connect with ATDps members
Potential for career path into future Board positions

Additional Expectations:

Member of ATD Puget Sound chapter for term
Provide updates on budget numbers
Meet success measures listed above