DIRECTOR OF SPONSORSHIP

Reports To: President and Board

Prerequisites:

1. Must be a member of IIDA in good standing.

Job Description:

The Director of Sponsorship shall be responsible for creating and distributing applications for partnership and sponsorship letters. Shall create and maintain a spreadsheet of sponsor company names, contact information and donation allocations. Director shall distribute sponsorship acknowledgement letters to sponsors thanking them for their contribution and indicating their sponsor level. Shall provide accurate sponsorship listing to all event chairpersons at their request and ensure that all sponsors are included in the mailing list.

Committees:

1. Support all Event Committees with fundraising.

Responsibilities:

1. Attend all Board Meetings and make every effort to attend all Membership events.
2. Evaluate the Sponsorship/Partnership document, at the beginning of the Chapter year, and update as required.
3. Provide accurate sponsorship listing to all event chairpersons at their request.
4. Prior to sending out any mailings or communications, you must submit a copy to the VP of Communications, President, President-Elect and Past-President for approval.
5. Shall assist soliciting monetary donations for any activity that is an expense to the Chapter.
6. Shall coordinate with Event Chairpersons on the solicitation and documentation of event sponsors.
7. Responsible for the distribution of all sponsors tickets to events.
8. Responsible for recognizing sponsors at all chapter events.
2016 CALL FOR NOMINATIONS – INTEREST FORM

Your Name: ______________________________

Phone: ________________________________

Email: _________________________________

Name of Person nominated: ________________________________

Nominee’s Phone: ________________________________

Nominee’s Email: ________________________________

Position for which candidate is being nominated: ________________________________

Briefly describe why you think the nominee is a good candidate: ________________________________

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