



## *A Motivating Love*

### Position Description

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#### **Duties of Director of Sponsorship**

**Link to Mission:** Provide positive resources, education and support for those questioning their worth and emotional health via programs and events.

**Position:** Voting Member of the Board

**Responsible to:** Assistant Executive Director

#### **Skills:**

- Ability to work as part of a team
- Visionary
- Planning Ability
- Strong Communicator
- Knowledge of A Motivating Love
- Active Volunteer
- Self-Aware
- Connected in Community
- Ability to Analyze and Take Risks
- Long Term Commitment to A Motivating Love
- Networking Ability
- Ability to Conduct a Meeting
- Able to work effectively under pressure to meet tight deadlines and goals

**Time Commitment:** Approximately 30 hours per month for Board responsibilities. Additional time may be required for other volunteer roles taken on during term of Board service.

#### **Responsibilities**

- Commit to the mission and work of A Motivating Love
- Attend regularly scheduled board meetings
- Support of events and programs
- Promote the organization in the community
- Meets regularly with ED to discuss next steps and work of the Board
- Use organization email, signature and G-suite products assigned to organization
- All sponsorship opportunities related to events including annual signature May event
- Follow AML systems and protocols for the assignment, solicitation and tracking of contributions – working with relevant AML staff and officers
- Develop, administer and execute sponsorship plan for stewardship, communication plan, budget and guidelines (*identify potential sources of funds, goods or services*)
- Manages all sponsorship activities. Responsible for sponsor prospecting, proposal customization and presentation, contract revision and servicing, sponsor follow-up and support, and representing the organization at functions

**Evaluation:** Self and by the Board, annually