



A Motivating Love

Position Description

Duties of Sponsorship Director

Position: Voting Member of the Board

Responsible to: Treasurer

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
- True 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 2 years 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, Treasurer and by the Executive Director, semi-annually