

Position Description



Sponsorship Members

Responsibilities

- Identify sponsorship requirements and work with marketing team to design sponsorship package(s) (including in-kind and financial sponsorship)
- Contact prospective sponsors and/or coordinate referrals
- Negotiate and secure sponsor contracts (with support from MAW staff)
- Manage sponsor relationship (pre, post & during event)
- Coordinate event requirements with secured sponsors (e.g., tables, signage etc)
- Liaise with Logistics Committee to manage day-of logistics with sponsors
- Track sponsorship results and provide committee updates
- Manage raffle, including picking up prizes and contacting winners
- Rising Stars Committee
 - Sell at least 5 event tickets
 - Attend 75% of meetings
 - Promote event on personal social channels
 - Attend/assist with event(s)
 - Track and submit event/committee expenses in a timely manner

Time Commitment

- ~5-10 hrs/month including meetings
- Meetings
 - 1 sub committee meeting per month
 - 1 general meeting per month