



# POSITION DESCRIPTION AND DUTIES

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## SPONSORSHIP COORDINATOR:

The powers and duties of the sponsorship coordinator shall be to:

- Coordinate the solicitation of all league and team sponsorships in accordance with state and federal non-profit regulations.
- Solicit in person, or by letter, returning as well as new potential sponsorships for the league, including telephone, email and/or letter follow-up. Letters shall be drafted in accordance with all requirements specified by state and federal non-profit regulations.
- Achieve or exceed requirements of the annual budgeted financial sponsorship goals of the association.
- Encourage all association organizations to solicit and obtain team sponsorships.
- Track sponsors obtained and develop a recognition program to announce sponsors at all home games (banners, advertisements, announcement, etc.)
- Coordinate the procurement and delivery of all sponsorship plaques provided to each sponsor at the end of the season.
- Solicit, coordinate, and schedule food truck vendors
- Implement, with help from the treasurer, financial control methods associated with the distribution and retention of major association fundraising efforts including but not limited to, raffles, walk-a- thons, parades, spirit wear etc.
- Co-chair any large scale community fundraising events (i.e. golf tournaments or similar) with the fundraising coordinator

In the event that this position remains unfilled, the duties of this position shall be executed by the Vice President.

*This position is a member of the Board of Directors with full voting member rights.*