



Job Title: Godwin Athletic Association Sponsorship Coordinator

Purpose: The Sponsorship Coordinator of the GAA is responsible for securing all sponsorships to be placed in the Fall/Winter/Spring Program, the banners purchased by our sponsors (located around the field by the scoreboard), and raising in-kind gifts for the Golf Tournament.

Key Responsibilities:

- (1) Attends GAA Board meetings on the first Monday of each month. You will give any updates to the Program Development Coordinator as he/she is responsible for updating the Board. Serves as a voting Board member.
- (2) When asked by the Board of Directors, provide assistance/volunteer at major events.
- (3) Contribute ideas for additional fund-raising activities.
- (4) In July, contact all sponsors from the previous year encouraging them to support GAA. The sponsorship information will be in written format to explain the levels of funding.
- (5) Throughout the year, find opportunities for new sponsors. Visit local businesses and corporations to enlist their support. Use an old program as a visual to encourage funding (order extra each year for this purpose).
- (6) Compile a list of the sponsors who are eligible for a banner. You will request a logo from the sponsor and you will send to the printer. The printer will call you when the banners are ready. You are responsible for getting them from the printer and hanging them along the fence under the scoreboard. The target date for completion is the first home football game.
- (7) Some sponsors will have specific ads to send you for the program (depends on the ad package they purchase). As the logos and ads are sent to you, it is important you let the Program Development Coordinator know - she is responsible for sending these to the program design company that will print the program. A drop box was created so everyone on the Development Team could access the ads/logos.
- (8) When the programs are printed, ensure you order one for each sponsor - deliver to them in person or mail.

(9) In the spring, you will be responsible for securing in-kind gifts for the Golf Tournament. (gift cards, donations, etc.) - contact your sponsors as well for support.

Reports to: Program Development Coordinator

Length of Term: One Year - Beginning July 1st and ending June 30th of the following year.

Time Commitment: The Sponsorship Coordinator will provide 5-10 hours per month on average throughout the year (July and August will require more time).

Qualifications: Previous fund-raising experience is preferred. Good communication skills and the ability to cold call are essential.