

VP of Sponsorship

RESPONSIBILITIES & QUALIFICATIONS

General Expectations:

- Attend Monthly Board Meetings (2nd Wednesday of the month)
- Time – 1800–2100 hrs
- Submit meeting materials (including Monthly Status Report)
- Review materials from other portfolios
- Update PMI OVOC Calendar with portfolio activities
- Review portfolio budget
- Respond to emails within a typical business timeframe

Key Responsibilities:

- Establish Sponsorship Offerings
- Recruitment of new Sponsors (engagement of existing)
- Co-ordination of Sponsor benefits with each portfolio
- Finalize Sponsorship Plan – present to Board for approval at June meeting
- Work with other Board members to identify potential sponsors
- Assemble and manage a volunteer team to reach out, secure, and maintain sponsorships
- Prepare the Sponsorship budget

Qualifications: