

WICT RM Chair, Sponsorship

RESPONSIBILITIES:

- Manages the Chapter sponsorship efforts which provide the primary source of funding for all Chapter activities.
- Responsible for creating, keeping and updating target/actual sponsor lists/database with contacts and annual sponsorship amounts.
- Adheres to consistent brand messaging and guidelines as outlined by WICT National and the Model Chapter Business Plan.
- Responsible for obtaining sponsorships and coordinating benefits with other members of the Chapter board.
- Responsible for ensuring best-in-class sponsor relations including overseeing all sponsor communications.
- Develop new and innovative sponsorship opportunities to ensure the financial success of events and the Chapter.
- Cultivate and pursue sponsorship leads
- WICT Rocky Mountain Chapter BOD Job Descriptions
- Ensure timely collection of pledged sponsorship monies
- Works closely with the Chapter Treasurer to ensure proper invoicing and payment procedures are met.
- Point of Contact for to all Sponsors communication, marcom and registration requirements
- Maintains sponsor spreadsheet with contact and event information

TIME COMMITMENT:

- All Board positions are a 2-year commitment
- Monthly Board Meeting
- Monthly Executive Meeting
- ~4 hours per week for different tasks assigned above
- Expectation to participate in WICT events whenever possible (~2 times per month)
- Additional time as needed