

VBA Sponsorship Director Job Description

Summary: Solicit sponsorship for season games and league operations from the community. Seeking an individual with connections and ongoing relationships with corporations, organizations, and community leaders and businesses.

Reports to: League Commissioner and board

Duties:

- Responsible for securing funding and in-kind support through individual, corporate, media, and local organization support of the league's operations and season games.
- Create sponsorship packages for each season.
- Seek new sponsors (media/advertising/programming/general support) and meet with potential donors to outline what services they would value most.
- Develop and implement sponsorship strategies in order to maximize revenues;
- Prepare a sponsorship budget and report on it regularly to the board
- Coordinate sponsor and/or fundraising events, including the planning and execution of events or campaigns.
- Solicit grant funding and oversee compliance with grant requirements. Ensure the acquired funds are being used for the designated purpose.
- Maintain a database of donors
- Maintain and enhance donor, sponsorship, and grant organization relations. Includes thank you letters, experience surveys, and program outcome reports
- Oversee scholarship budget, requests, and policies
- Develop and chair a sponsorship committee of volunteers
- In conjunction with the Communications Director, coordinate advertising and ensure material is ready for publication or distribution
- As a secondary goal, use sponsorships as an avenue for advertising Volleyball Austin and promoting good will/common good in the community

SKILLS & QUALIFICATIONS:

- 1+ years' experience and education in sales/sponsorship solicitation, knowledge of the Austin community.
- A bachelor's degree in Marketing or Sales
- Event planning (1-2 years of experience)
- Strong verbal, organizational and written communication skills
- Strong networking skills
- Excellent time management and organizational skills
- Confident, friendly, professional and comfortable with cold calling and public speaking
- Ability to work independently in an entrepreneurial environment
- A personal desire for ongoing learning, continuous improvement and development
- A love of the LGBT community and volleyball sport
- Be creative in exploring new ways to service and satisfy sponsors

HOW TO APPLY:

Please submit your resume and cover letter to info@volleyballaustin.com.