

Updated 12/8/22

MPI Job Description

Director of Sponsorships

Category: Finance

Term: 1 Year with 2 Term Max, Suggested two years, or as determined by the Board of Directors and Chapter Bylaws

Reports to: VP of Finance

Eligibility

- Member in good standing
- Previous service on an MPI Committee, preferably Finance
- Willing to give time, energy, talents and enthusiasm required of the position
- Good organizational skills
- Selling/marketing experience a plus

General Responsibilities:

- Serve as a voting member of the Chapter Board of Directors
- Attend Monthly Board Meetings, Chapter events, and Committee Meetings
- Act as coach, advisor, and counselor to assigned committees
- Keep the Board updated on the status of business plan items, board meeting agenda items, and team progress
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Identify, recruit and train Committee Chair for assigned committees
- Manage the Sponsorship budget lines
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Gain a comprehensive understanding of how the Leadership Development can assist in securing and developing your committees, along with monthly reporting as requested
- Utilize Google Docs for all documents/forms
- Ensure committee adherence to the Chapter Business Plan
- Adhere to the guidelines found in MPI's Principals of Professionalism and Chapter's By-Laws and Policies and Procedures.
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Develop and implement strategies to secure cash sponsorships for the chapter from local, national and global partners
- Be able to negotiate A la carte packages, and customize packages based on the sponsors marketing budget
- Implement sponsor benefit packages, update any pricing
- Make calls, send emails, send thank you emails and schedule tracking follow up calls with sponsors
- Oversee tracking and fulfillment of sponsor benefits
- Develop and utilize sponsorship committee to assist with sponsorship procurement and fulfillment
- Report on Sponsorship strategies and status to the Board of Directors

Time Commitment:

- Attendance at a minimum of 7 Board meetings, either in person or via conference call (once), per year
- Attendance at a minimum of 4 official Chapter activities and functions, per year
- Attendance at the Board Transition and Board Orientation Meetings, per year
- Attendance at 2 Board retreats – up to 3 days total, per year
- Committee activities (10 hr/mo)