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| Job Title | Sponsorship Coordinator, Mansfield Youth Soccer |
| Position Summary | Primarily responsible to renew sponsorships under the direction of the Fund Raising Director. |
| Position Responsibilities | <ul style="list-style-type: none"> • Send renewal requests to all current sponsors. • Track responses and payments. • Send thank you letters for renewed sponsors. • Work directly with Tournament Fund Raising committee. • Design sponsorship signs as necessary. • Hang signs beginning of seasons. • Provide lists of sponsors to newsletter publisher. • Non-voting member and not required to attend monthly board meetings. • Periodic reporting into Fund Raising Director, work directly and closely with Fund Raising Director to keep Board of Directors informed of sponsorship renewals and sponsorship financial position. • Time commitment 10 to 20 hours leading up to fall season when renewals are due. Hanging and taking down signs beginning of each season 1 to 2 hour commitment. |
| Position Skills | <ul style="list-style-type: none"> • Strong interpersonal skills. • Strong written communicate skills. • Strong promotional and marketing skills. • Comfortable with vendor relations and requesting business financial and in kind support. |