



## POSITION DESCRIPTION AND DUTIES

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### SPONSORSHIP AND FUNDRAISING COORDINATOR:

The powers and duties of the sponsorship and fundraising coordinator shall be to:

- Coordinate the solicitation of all league and team sponsorships in accordance with state and federal non-profit regulations.
- Coordinate the solicitation of all league and team fundraising in accordance with state and federal non-profit regulations, ensuring that all fundraising ideas/concepts are brought before the executive board for approval prior to implementation.
- Solicit in person, or by letter, returning as well as new potential sponsorships for the league, including telephone, email and/or letter follow-up. Letters shall be drafted in accordance with all requirements specified by state and federal non-profit regulations.
- Achieve or exceed requirements of the annual budgeted financial sponsorship goals of the association.
- Achieve or exceed requirements of the annual budgeted financial fundraising goals of the association.
- Encourage all association organizations to solicit and obtain team sponsorships.
- Track sponsors obtained and develop a recognition program to announce sponsors at all home games (banners, advertisements, announcement, etc.)
- Coordinate the procurement and delivery of all sponsorship plaques provided to each sponsor at the end of the season.
- Solicit, coordinate, and schedule food truck vendors
- Implement, with help from the treasurer, financial control methods associated with the distribution and retention of major association fundraising efforts including but not limited to, raffles, walk-a- thons, parades, spirit wear etc.

In the event that this position remains unfilled, the duties of this position shall be executed by the Vice President.

*This position is a member of the Executive Committee with full voting member rights.*