

Position: Sponsorship Committee Volunteer - Arts Awards Program

Staff Liaison:	Joy Kramer, Administrator	519-747-8537
Volunteer Services Contact:	James Nye	
Website:	www.kwartsawards.ca	

Objective:

- Provide key support services to a highly-regarded community arts recognition program in the areas of fund-raising, sponsorship program development, contact with business community, direct solicitation of funds and relationship building with sponsors as part of a Sponsorship Subcommittee, headed by a Sponsorship Chair.

Responsibilities:

- Strategize with Sponsorship Subcommittee on sponsorship levels and sponsorship deals, cash or in-kind
- Research and suggest potential sponsors
- With subcommittee, divide responsibility of sponsor list, implement sponsorship strategy based on lists; meet to revise/add to prospect list
- With subcommittee, develop sponsorship solicitation letters, deliver to potential sponsors
- Assume directed responsibility for own individual portion of fund-raising efforts for Arts Awards events, including cash, in-kind, silent auction sponsorships, advertising sales, based on overall plan established with Sponsorship Chair and subcommittee
- Follow-up with own identified sponsor list to obtain yes/no decision
- Report on own individual sponsorship efforts to Sponsorship Chair and subcommittee
- Consult with Sponsorship Chair as sponsors are solicited, if in need of advice or input
- Obtain approval for individual sponsorship deals from Sponsorship Chair
- With subcommittee, obtain logos/advertisements from own individual sponsors for Arts Awards publicity, ads, invitations, notices and program
- Liaise with own sponsors for names of presenters at Arts Awards events; communicate schedule/timing of presenting responsibility of own sponsors
- Ensure all sponsors are represented correctly and in accordance with sponsorship deals
- With subcommittee, develop and maintain strong relationships with current/past sponsors
- With subcommittee, devise strategies to develop new sponsors
- With subcommittee, work to update sponsorship deals to keep pace year-to-year with Arts Awards activities, budgetary needs and aspirations

Place: TBA

- Meetings are arranged by the committee.
- Volunteer will also work at home.
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Time Commitment:

- Year-round position with even time commitment (75 hours/year approx. – 4-6 hours/month)
- Work load moderately increases closer to two Arts Awards events in the spring.
- Attendance at committee meetings (once monthly, 3 hours approx., evenings) is preferred.

Qualifications:

- Experience and understanding of fund-raising activities and sponsor development
- Strong interpersonal skills, ability to approach all levels of business community
- Fiscal responsibility, strong organizational/research skills, attention to detail, follow-through
- Understanding of volunteer organizations and their long term financial needs
- Computer and email skills preferred

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Benefits:

- Satisfaction of filling a key position, helping this important community program to operate successfully by delivering funding-raising that allows the program to fulfill its mandate
- Enjoy the genial company of other volunteers
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Screening Requirements:

- Satisfactory interview
- Satisfactory reference check
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Additional Information:

- Use of personal computer, printer, and email is preferable