



London

## Director, Partnerships

The Director, Partnerships oversees the management and performance of the chapter's sponsorship portfolio and works to develop and nurture relationships with sponsors, vendors, volunteers and other key stakeholders.

### Responsibilities:

- Work with the Board to determine sponsorship needs and develop a realistic annual budget.
- Develop a strategic sponsorship plan that includes sponsorship goals, monetary and in-kind needs, amounts and/or services and potential companies to approach.
- Create scalable proposals to ensure best content/audience fit for prospects.
- Develop a communications plan and supporting materials to relay available sponsorship opportunities to members and local companies.
- Develop signed agreements for every sponsor (in-kind and monetary) that outlines the relationship, payment due date, benefits and cancellation terms.
- Develop a tracking system to ensure that all contract deliverables are timely and complete.
- Act as the first point of contact for confirmed sponsors and respond to any inquiries quickly and accurately, ensuring relationships are maintained.
- Attend Board meetings and present a monthly portfolio report.
- Meet with potential partners and be comfortable with pitching sponsorship opportunities.
- Train successor and oversee Partnerships volunteer.

### Qualifications:

- Professional member of IABC in good standing (membership must be maintained throughout term).
- Established relationships with area vendors and local companies preferred.
- Comfort with soliciting cash and in-kind sponsorship, potentially meeting with senior company executives.
- Knowledge of budgeting and finance management.

Time Commitment: 10-20 hours/month