

Job Description: Adult Sponsorship Advisor



Board of Directors:

President: Marsy Chisholm
Vice President: Robert Soileau
Chief Financial Officer: Donna Chisholm
Director: Mike Parisciani
Director: Kevin Heard
Director: Chad Johnson
Secretary: Stephanie Evans

Adult Advisors:

	<u>Voting Member</u>	<u>Non-Voting Member (backup)</u>
Captains Committee:		Stephanie Evans (Voting Member)
Finance Assistant:	Cassie Ferguson	Donna Chisholm (Voting Member)
Fundraising Committee:	Haileigh Ferguson	
Points Advisor:	Amanda Lassabe	
Public Relations/Social Media:	Katie Brown	
Rules and Safety Advisor:	Robert Soileau	Chad Johnson (Voting Member)
Sponsorship Committee:		
Tournament and Event Coordinator:		
Tournament Committee:	Nolan Michel	
Webmaster:		Stephanie Evans (Voting Member)
Weigh-In Master:	Braxton Chisholm	

General Description:

The Adult Sponsorship Advisor keeps a record of all sponsorships for the club. Sponsorships are broken down into categories, such as; Gold, Silver, Bronze, Tournament, Banner, Scholarship, Fundraisers, Jerseys and hats. Work closely with Angler members in making sure they are getting their sponsors for the season.

This individual must communicate with all sponsors through the club email account, keeping the Adult Board President, Treasurer and the Adult Board Secretary updated on all incoming and outgoing sponsorships. Advisor must stay in close contact with the Anglers Sponsorship Committee, making sure all sponsorships are being used correctly.

Volunteer Responsibilities:

- All original paperwork must go to the Adult Finance Manager; such as the form and monies. If any in kind gifts received, must get all paperwork, if possible, such as; description of item, date purchased, value and warranty if available.
- Keep an update record of all sponsorships. Keep a record of how and when the sponsorship was used. Make sure all sponsorships are being used appropriately for the club.
- Make sure all Anglers get their (1) sponsorship for the season. If needed, the Adult Committees will help them find a sponsorship.

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- May need to oversee the club vendors to make sure the club receives their sponsored products in a timely manner.

Timeline:

- August
 - Confirm Breast Cancer Awareness Sponsors and send details to Fundraiser Advisor and Finance Advisor
 - Update and maintain sponsorship database ensuring all information is collected including contact information and logos, social media handles and hashtags. Verify it is on the forms.
 - Identify and secure Bass and Badges sponsors
 - Start looking for fundraiser tournament sponsors
- September
 - Club Meetings begin
 - Prepare to meet and introduce yourself and ideas to the newly appointed committee members. Explain what is expected of them throughout the year and encourage them to bring new and fresh ideas.
 - Work with anglers that still need a sponsorship
- October
 - Confirm Bass and Badges Sponsors and send details to Fundraiser Advisor and Finance Advisor
 - Identify which sponsors go on banners and shirts
 - Place banner order with preferred club vendor. Be sure to request mockup of banner and have it approved before printing. Banner approvals should come from the President, Chief Financial Officer, and Sponsorship
 - Create a timeline for when sponsors are highlighted on website and social media
- November
 - Place banner order for Bass and Badges with preferred club vendor. Be sure to request mockup of banner and have it approved before printing. Banner approvals should come from the President, Chief Financial Officer, and Sponsorship
- December
 - Identify and secure Fundraising Tournament sponsors
 - Send out save the date emails/cards for fundraiser tournament and end of year banquet
 - Send holiday cards to sponsors
- January
 - Confirm Fundraising Tournament Sponsors and send details to Fundraiser Advisor and Finance Advisor
- February

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- Place banner order for Fundraising Tournament with preferred club vendor. Be sure to request mockup of banner and have it approved before printing. Banner approvals should come from the President, Chief Financial Officer, and Sponsorship
- March
 - Place order for Sponsorship Plaques with preferred club vendor. Be sure to request mockup of plaques and have it approved before printing. Plaque approvals should come from the President, Chief Financial Officer, and Sponsorship
 - Send out RSVP emails to Sponsors to attend end of year banquet
 - Print/Hand delivery invites to tournament and EOY banquet
- April
 - Draft sponsorship packages for the next season and review with Sponsorship Committee
 - Identify granting agencies to pursue for the next season
 - Sponsor of the year.
- May
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- June
 - Jersey sponsors
- July
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Experiences:

- Strong people and negotiation skills
- Excellent communication and organizational skills