

**Sponsor Services Manager**

**Position Summary:**

The Sponsor Services Manager reports to the VP of Member Services and recognizes and promotes organizations in the local Talent Development community that support the Florida Suncoast chapter. This position supports chapter goals by promoting and selling chapter services that generate revenue to finance chapter activities.

**Term:** One year; appointed by VP of Member Services and President; position can be renewed or changed, as necessary, at the discretion of the Chapter Board.

**Time Commitment:** 7 hours a month

Estimated Time Requirements per month:

* + Plan and implement Sponsor Services plan: 6.5 hours
    - Promote Sponsor Services at monthly chapter meetings (2.5 hours, plus travel)
    - Respond to sponsor inquiries (3 hours)
    - Communicate with Board members about Sponsor business (1 hour)
  + Submit monthly Committee Status Report to Immediate Past President: .5 hour

**Responsibilities:**

Chapter Support

* Define plan, find and market to potential sponsors
  + Work with sponsors to provide the benefits.
* Update the Sponsor Services webpage as needed, including changes to the program and rates charged for services.
  + Review this annually, at the beginning of each year.
* Implement a communication plan to promote the two Sponsor Services programs, including Sponsors of Distinction and Business Sponsors, to Suncoast Chapter members and potential members throughout the year and recognize current sponsors for their support of the Suncoast chapter.
  + Develop plan annually; implement periodically throughout the year.
* Respond to inquiries from prospective sponsors.
* Recognize sponsors and promote sponsorships at chapter meetings.
* Recognize and promote sponsors on the chapter website, through the chapter newsletter, email blasts and other promotional vehicles.
* Coordinate the identification of and recognition of Corporate Sponsors (7 or more corporate memberships) with the Vice President for Membership
* Prepare sponsor report for monthly Board meeting; submit to Immediate Past President
* Provide sponsor information and logo to VP of Communications to include in newsletter, etc.

**Qualifications:**

* Skilled in written and verbal communication, personal interaction and problem-solving
* Ability to plan, organize and execute activities as required by the position
* Willingness to learn basic sales and promotion skills
* Member in good standing of the local chapter

**ATD Resources:**

[Chapter Coach](http://www.astd.org/membership/ChapterLeadership/ChapterServicesDepartment/)

[National Advisors for Chapters (NAC)](http://www.astd.org/membership/ChapterLeadership/ChapterCommittees/National+Advisors+for+Chapters-NAC.htm)

[Chapter Affiliation Requirements (CARE)](http://www.td.org/Members/Chapters/Chapter-Leader-Community/Chapter-Administration)

[Sharing Our Success (SOS)](http://www.astd.org/membership/ChapterLeadership/ChapterRecognitionPrograms/sharingOurSuccess.htm)

[Chapter Leader Community (CLC)](http://www.astd.org/membership/ChapterLeadership/ChapterRecognitionPrograms/sharingOurSuccess.htm)

[Leadership Connection Newsletter](http://www.astd.org/membership/resourcesForChapterLeaders/ChapterLeadership/Resources/LCN.htm) (LCN)

[Toolkits](http://www.astd.org/membership/ChapterLeadership/Resources/Toolkits/)

[ATD Leadership Institute (ALI)](http://www.astd.org/membership/ChapterLeadership/LeadershipDevelopmentPrograms/ASTD+Leadership+Institute+%28ALI%29.htm)