

Indiana Business Professionals of America

Job Description for (CCSC Position):

Corporate and Collegiate Sponsorship Coordinator

Job Description

The Indiana Business Professionals of America Corporate and Collegiate Sponsorship Coordinator will support the organization with a focus on corporation and collegiate giving. The fundraising program's growth will provide natural opportunities to build and cultivate sponsors and partners for the organization. The position will manage the Indiana Business Professionals of America corporate and collegiate relationships and work in conjunction with the Executive Board to create the best strategy for each company or college given their philanthropic mission.

Key Responsibilities

This is a high growth opportunity to build a portfolio of sponsors for the Indiana BPA organization while also marketing and increasing awareness of our program throughout the state. This driven, high energy and strategic leader will raise funds to help achieve revenue goals that will support all efforts of the organization. This person will identify new potential corporate and collegiate partners and develop comprehensive strategies to recruit and retain them based on research and evaluation. S/He will create and implement sponsorship objectives including separate corporate and collegiate the partnership plans and manage execution and fulfillment of sponsorship agreements.

In collaboration with the Indiana BPA Board Chair, Secondary State Advisor and the Post Secondary State Advisor the coordinator will implement the corporate and collegiate sponsorship strategy based on existing goals of the organization. Duties may include:

- Develop a pipeline of new prospects through outbound solicitations; field, assess and evaluate incoming calls and emails; cultivate and develop relationships with prospective partners.
- Prepare pre-meeting activity, including pitch, presentations, and proposals.
- Execute post-sponsorship activities such as maintaining communication with corporate and collegiate partners to keep them current on value-added opportunities and to acknowledge their payments or contributions and express gratitude. Work with the SOLT to write letters of "Thanks" to our sponsors.
- Coordinate logistics for on-site activities for our partners at SLC in conjunction with the State Advisor such as; College Fair participation and Leadership Session speaking opportunities.
- Take responsibility in collaboration with the State Advisor for financial reporting of sponsorship activities, running queries and generating reports on sponsorship activity.
- Maintain a solid understanding of the Business Professionals of America organization, its programs and initiatives, history and goals.
- Review corporate partnership and cause-marketing trends and identify opportunities to incorporate these trends where appropriate.
- Long Term - create a program of meaningful volunteer opportunities in their area of the state for employees of corporate funders.
- Able to work evenings and weekends as required.
- Report to Executive Board electronically or in person at regularly scheduled board meetings.

Desired Skills / Experience

- B.A./B.S. and BPA experience.
- Strong negotiation and clear communication skills, both written and verbal.
- Ability to thrive and work effectively as part of a team in addition to remaining self-motivated and goal-oriented.
- Excellent computer skills, specifically MS Office products (Excel, Word, PowerPoint, Access)
- Strong attention to detail and accuracy, the ability to prioritize and organize multiple projects, meet deadlines, problem-solve, and multi-task.
- Ability to build rapport with donors, volunteers, and the public with diplomacy, discretion, and customer-service orientation.
- Experience working with a non profit.
- Marketing skills preferred.
- Essential to have a strong interest in the Indiana BPA Mission.

Compensation

Interim (January-July 2018)	\$500 Base	7% Commission
	(Laying groundwork goal and paid commission on – cash/goods/services)	
1 st Year (2018-2019)	\$1,000 Base	7% Commission (\$15,000 goal - cash/goods/services)
2 nd Year (2019-2020)	\$500 Base	10% Commission (\$30,000 goal - cash/goods/services)
3 rd Year (2020-2021)	\$500 Base	13% Commission (\$45,000 goal - cash/goods/services)

*Commission to be paid monthly upon sponsorship checks clearing.

This position reports directly to the Indiana BPA State Advisor and the Executive Board Chair. This position will work in conjunction with the goals of the entire Indiana BPA organization. The Corporate and Collegiate Sponsorship Coordinator is a part-time, evaluated yearly to ensure targets are being met.