

## Position Summary

The Sponsorship Coordinator creates and maintains relationships with partners in the climbing industry with the goal of promoting Mid Atlantic Climbers events and securing monetary and in-kind donations for MAC events. The Sponsorship Coordinator works closely with the Stewardship Director to provide raffle items as incentives for Adopt-a-Crags and other outreach events, and with the Membership Director to plan and provide membership incentives.

This position reports to the Treasurer.

## Roles and Responsibilities

- Cultivate and maintain professional relationships with climbing and other outdoor companies and procure donations.
- Keep an accurate record and inventory of donations from sponsors.
- Update website with current season's sponsors information and provide list of sponsors to PR team.
- Work with Stewardship coordinator to provide raffle prizes at events.
- Assist the Treasurer in preparing end of fiscal year documentation.
- Assist the Treasurer in other duties as required.
- Reports directly to the Treasurer.

## Time Commitment

- One year commitment to the position.
- A consistent commitment of 2 to 4 hours per month is expected. This commitment likely fluctuates at the beginning of the year during initial solicitation of sponsorship and donations.
- Attend board meetings on a bi-annual basis (prior to the beginning of each season - Spring and Fall), and possibly additional meetings on an ad hoc basis.