

DONOR & SPONSOR MANAGEMENT COMMITTEE

Donor & Sponsor Management Committee Objective

The members of the donor and sponsor management committee will work in securing company sponsors for MPI that will be honored and recognized throughout the year, as well as contacting past and possible future organizations for donations.

Helpful Skills: knowledge of the industry, comfortable with sales, organization and GREAT follow-up

Donor & Sponsor Management Committee Role Descriptions

- **Director of Donor & Sponsor Management**
 - Report to the Vice President of Finance
 - Serve as a voting member of Board of Directors
 - Attend monthly board meeting and chapter events, as well as annual and mid-year board retreats
 - Ensure fiscal responsibility of the chapter and committee
 - Support and defend policies and programs adopted by the Board of Directors
 - Identify, recruit, train, and advise committee chair and members
 - Create and manage sponsorship brochure
 - Secure donors and sponsors for MPI CRV in the means of cash or in-kind donations through venues, auction items, food & beverage, etc.
 - Ensure donors and sponsors receive what is agreed upon contractually with MPI CRV
 - Follow up with donors and sponsors on their satisfaction with MPI CRV
 - Perform any other duties as assigned by the Office of the President, Vice President of Finance and Board of Directors
- **Auction Committee Chair**
 - Report to Director of Donor & Sponsor Management
 - Manage auction item database
 - Solicit auction items throughout the year for two fundraising events
 - Work with Donor & Sponsor Management Committee to follow through with the management of donors
 - Identify, recruit, train, and advise committee members
 - Perform any other duties as assigned by the Director of Donor & Sponsor Management
- **Cash Sponsorship Committee Chair**
 - Report to Director of Donor & Sponsor Management
 - Manage cash sponsorship database
 - Solicit cash sponsorship throughout the year for chapter fundraising
 - Work with Donor & Sponsor Management Committee to follow through with the management of donors & sponsors
 - Identify, recruit, train, and advise committee members
 - Perform any other duties as assigned by the Director of Donor & Sponsor Management

- **Donor & Sponsor Management Committee Chair**
 - Report to Director of Donor & Sponsor Management
 - Assigned donor and/or sponsors to management through the year
 - Review contracts for each and ensure that each party is completing their portion of the contract
 - Send thank you card to donor and/or sponsor after they have completed their portion
 - Perform any other duties as assigned by the Director of Donor & Sponsor Management
- **Donor & Sponsor Management Members**
 - Report to appropriate Donor & Sponsor Management Committee Chair (based on interest)
 - Develop relationships with potential, current and past donors and sponsors
 - Assist with solicitation of auction items or cash sponsorship items
 - Perform any other duties as assigned by the Director of Donor & Sponsor Management or Donor & Sponsor Management Committee Chair