



Job Description:

Sponsorships are key to the success of the Meeting Professionals International - Indiana Chapter. This resourceful, high-energy, and strategic team member will secure sponsorship funds to help achieve revenue goals that will support all efforts of the organization. This person will identify new potential corporate partners and develop/execute sales strategies based on their goals.

This position reports directly to the Vice President, Finance, and will interact with the Board of Directors and Sponsorship Fulfillment volunteer(s) to ensure the fulfillment of sponsorship benefits as promised once a sponsorship is sold. The Sponsorship Sales Manager is a contract role that will be evaluated quarterly to ensure targets are being met.

Key Responsibilities:

- Partner with VP, Finance to determine sponsorship budget line goals for 2021-22 Fiscal Year
- Work closely with VP, Finance to develop and implement a strategy for attaining revenue goals
- Responsible for all reporting regarding sponsorship efforts and financials
- Lead the assessment, valuation, and packaging of sponsorship offerings (Sponsor Prospectus) including marketing, events, etc. with input from the VP, Finance.
- Work with Communications team to revise/maintain Sponsor Prospectus and develop other sponsor-related collateral as deemed necessary
- Develop a pipeline of new prospects through outbound solicitations; field, assess, and evaluate incoming inquiries; cultivate and secure partners in support of MPI Indiana's mission
- Attend Monthly Board Meetings, Chapter Events, and Committee Meetings as assigned
- Maintain a solid understanding of MPI Indiana, its current programs and initiatives, history and goals to support sponsorship efforts
- Utilize Google Docs for all Chapter documents/forms
- Adhere to the guidelines found in MPI's Principals of Professionalism and Chapter's By-Laws and Policies and Procedures
- Communicate and advise on strategic issues relating to sponsorships to Board of Directors on an ongoing basis, including a full report and recommendations at the conclusion of contract
- Conduct transition meeting with successor at the end of your contract, if applicable

Desired Skills / Experience:

- Preference given to MPI Indiana Members in good standing.
- Indiana resident with strong local connections preferred.
- Willingness to lean on existing relationships and cultivate new relationships with potential sponsors.
- Strong negotiation skills and excellent written/verbal communication skills.
- Self-motivated and goal-oriented individual with the ability to work independently.
- Good time management and organizational skills, including clear and timely follow through / follow up.

Time Commitment:

- Attendance at Board Meetings when possible (in person and / or virtual) – minimum 1/quarter
- Attendance at a minimum of 4 official Chapter activities and functions, per year
- Attendance at occasional meetings with VP and Sponsorship Fulfillment volunteer(s), if applicable

Contract Terms:

This is a 14-month commission-based position with an estimated start date of May 1, 2021 and estimated end date of June 30, 2022. A formal commission pay scale will be offered based on candidate's skills/experience.

To Apply:

Interested candidates should submit a resume and cover letter via email to administrator@mpi-in.org no later than 11:59 EST on Friday, March 26th. Initial interviews are tentatively scheduled for the week of April 5th.