

Director of Procurement and Sponsorship

Reports to: Vice President of Finance

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Time Commitment: Estimated 3 hours per week, not including board meetings/retreats & chapter events

Specific Responsibilities:

- Oversight of the following functions and committees related to all chapter activities with the exception of Cascadia:
 - Venue and Event Services Sourcing
 - Venue Sourcing Committee
 - Event Services Sourcing Committee
 - Sponsorship and Advertising
 - Sponsorship and Advertising Sales Committee
 - *Committee works in conjunction with The Hive Committee to obtain sponsorships/advertising for that event. Director of Industry Alliances is ultimately responsible for The Hive's sponsorships and budget.*
 - Sponsor Benefits Committee
 - Raffle
 - Raffle Committee
- Oversight of budget lines related to above activities.
- The Director (or his/her committee designee) is responsible to:
 - Collaborate with VP of Finance and Director of Special Events to assist with the creation and marketing of chapter's prospectus documents/RFP to the membership.
 - Work with the Sourcing Committee(s) to issue RFPs and actively solicit venue sponsorships and in-kind services. The director and committee are responsible for tracking, scoring, and securing appropriate venues and services in collaboration with appropriate event owners and the Office of the President.
 - Create/obtain, review and finalize all venue and event service agreements and forwarding negotiated agreements to the President for signature.
 - Collaborate on the chapter's strategic partnership efforts, in conjunction with the VP of Finance, Committee Chairs, and others to promote sponsor relations, cultivate supplier partnerships and help the chapter achieve financial goals through in-kind or cash opportunities.
 - Develop customized sponsorship packages that may include cash, venue, or event services sponsorships for one or more of the following: educational programs, special events, The Hive, Cascadia or other events sponsored or co-sponsored by the chapter.
- The Director (or his/her committee designee) should serve on the Sponsorship Committee for Cascadia.
- Create objectives related to Procurement and Sponsorship to support the chapter's Strategic Business Plan.
- Educate committee chairs with processes, procedures and tools to achieve committee objectives.
- Keep current with industry standards and new ideas for sponsor benefits that would make hosting events with our chapter more attractive.