

SEV - Director of Strategic Alliances/Sponsorship

Category: Finance

Term: Two years or as determined by the Board of Directors and Chapter Bylaws

Reports to: VP of Finance

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills and favorable emotional intelligence capabilities

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Act as coach, advisor and counselor to assigned committees
- Support and defend policies and programs adopted by the Board of Directors
- Submit agenda items for Board of Directors meetings in advance of meetings
- Responsible for the following budget line items:
 - **SPONSORSHIP STRATEGICRAFFLE & SILENT AUCTION INCOME**
 - **STRATEGIC ALLIANCES PROGRAM**
- Ensure the fiscal responsibility of the committee(s) to which position is assigned.
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Develop strategies to increase revenue and in-kind support for the chapter
- Develop strategies to establish strategic partnerships with chapter members
- Develop non-member revenue plan to support chapter's financial goals
- Work with communications and membership on chapter networking events
- Assist the education division with securing sponsorships for Spring Education Day
- Track performance of monthly raffles against budget
- Work with appropriate committee to develop and/or manage strategic alliance programs
- Monitor association and meetings industry trends to discover best practices in special events by other organizations
- Maintain ongoing list of in-kind donations from raffles and other sponsorship

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at two Board retreats (1-2 days each)
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Business Summit, as directed by President
- Committee activities (8 hr/mo)