

Sponsorship/Development Chairperson Job Description & Responsibilities

PURPOSE:

- To promote and develop (arrange) the cultivation, stewardship and solicitation of gifts (to support tournament, program, special events and the general organization)

TERM:

- Two year term, renewable by mutual decision of the member and the Nominating Committee, subject to Board approval.

QUALIFICATIONS:

- Community oriented
- Self motivated
- Strong leadership and interpersonal skills
- Strong organizational skills
- Strong oral and written communication skills
- General understanding of the goals and ideals of CORTA, GTA, STA, and USTA

DUTIES:

- Attend all CORTA Board and Committee meetings (must attend at least 4 of 6 board meetings).
- Act as liaison between Sponsorship/Development Committee and the Board of Directors.
- Chairs the Sponsorship/Development Committee. The Sponsorship/Development Committee shall consist of no fewer than five members, including the Chairperson. Suggested committee format: Sponsorship/Development Chair (board position), Sponsorship/Development Co-Chair, three additional members.
- Determine frequency of committee meetings and schedule according to needs.
- Assist with fund raising activities including fund drives, major gifts program, donor relations, fund raising events, web based advertising and tournament handbook advertising.
- Maintain awareness of programs offered by CORTA.
- Develop messages and materials useful in obtaining sponsors and donations.
- Solicit in-kind sponsorships for programs, leagues and tournaments; obtain door prizes and/or silent auction items.
- Assist with donor recruitment, cultivation, retention, stewardship and appreciation and related board and staff training
- Maintain excellent relationship with community organizations and individuals by providing them with information about CORTA and opportunities that serve mutual goals.
- Assist with messaging and communication strategies including marketing, public relations and social media related to development and fund raising efforts
- Provide CORTA representation with public and private community organizations, other CTAs, USTA-Georgia, USTA-Southern and USTA-National.
- Submit articles for publication in the CORTA newsletter, when appropriate.
- Perform other responsibilities as assigned by the Board.
- Conduct committee self-evaluation at the end of each year.
- Report to assigned CORTA Officer in Charge each month prior to Executive Committee meeting.
- Review annually the job description and suggest appropriate changes.
- Train elected successor.