

Sponsorship Coordinator

Summary:

The Sponsorship Coordinator is responsible for soliciting local cash and media sponsors for the *IG Wealth Management Walk for Alzheimer's*, as well as participating in the overall planning process.

Responsibilities:

- Attend planning meetings as needed
- Become familiar with and work within the sponsorship guidelines as outlined in the *IG Wealth Management Walk for Alzheimer's* manual
- Develop a list and consult regularly with Development Officer about potential sponsors, sponsor benefits and sponsor recognition
- Solicit cash, in-kind and media sponsorships for the *Walk for Alzheimer's* event
- Coordinate activities with Prize Coordinator and Refreshments Coordinator to avoid overlap in requests
- Ensure that sponsors are recognized appropriately as per signed sponsorship agreements
- Greet regional sponsors that attend event
- Thank sponsors after the *Walk*

Skills required:

- Excellent interpersonal and communication skills, both written and verbal
- Well-connected in the community
- Ability to work within established guidelines essential
- Tactful & diplomatic when requesting donations
- Sales or marketing experience helpful
- Familiarly with the Microsoft Office Suite and access to a computer and email