



Sponsorship Coordinator

Description: Serve as the Sponsorship/Fundraising Coordinator for You Matter 2's "HF Juneteenth Festival 2021". Fundraising and sponsorship coordination involves the cultivation, care, and maintenance of a relationship between the festival/event and the donor/sponsor(s). Donors/sponsors could be an individual, corporation, foundation, or business. Based on the budgetary projections, the Coordinator should have a good indication of the funds and in-kind donations required to operate the festival/event.

Responsibilities:

- Create sponsorship package
- Seek sponsors
- Know the business and corporate community well
- Be familiar with the types of giving this sector of the community engages in
- Be able to articulate the objectives of the festival/event to funders and granting organizations
- Be able to determine appropriate recognition
- Researching the community for potential donors and creating a donor database
- Writing a letter of invitation to sponsors, researching the criteria (if any) for donation requests (foundations and corporations have clear mandates for giving)
- Establishing recognition for sponsorship, arranging a thank you reception or letter of gratitude
- Assessing the success of the sponsorship program

Requirements:

- Commit to You Matter 2 from September 2021 - June 30, 2022
- Attend bi-weekly (twice a month), 1.5 hour Juneteenth team meetings
- Experience in project management
- Strong organizational skills
- Good communication skills, including written, oral, and interpersonal;
- Ability to use computers, email, and similar tools;
- Ability to get along with different people; and
- A passion and a sense of humor are definite assets.
- Resident of a local South Suburban Community
- Dedicated to the mission of You Matter 2 and Juneteenth