



## BUSINESS & CIVIC SPONSORS CHAIR Job Description

<b>Term:</b>	2 years desired
<b>Time Commitment:</b>	Average 5-10 hours per month
<b>Skills Needed:</b>	Excellent communicator, willing to reach out to new businesses. Connected in the community
<i>Please know that in this role you are always supported by MEF Leadership, which includes the Executive Director (ED) and President(s), and you are encouraged to bring in a committee if you would like the additional support. If you would like to refine or expand any of the responsibilities noted below, please reach out to the ED.</i>	

The primary role of the Business & Civic Sponsor Chair(s) (B&CS) is to generate and increase B&CS donations.

### **Responsibilities**

- Prepare an action plan for soliciting B&CS Sponsors
- Collaborate with MEF Executive Director and President(s) to establish sponsorship levels and create annual benefit matrix
- Collaborate with MEF Executive Director, President(s) and Communications Chair to fulfill sponsor benefits as promised at their donor level
- Monitor B&CS listings on website (including current logos and hyperlinks) and in other marketing materials
- Monitor other local foundations for ideas and business sponsor development
- Collaborate on the MSD and AUHSD B&CS pages for the school directories and any other third party publications including the Lamorinda Weekly, etc.
- Maintain a working document of donors/potential donors with notes and progress on solicitation
- Work with auction chair to solicit auctions sponsors and/or make sure business sponsors get auction level benefits

### **Meetings Attended**

#### **Monthly:**

- MEF Board Meetings

#### **As Needed:**

- MEF Strategic Planning Meeting

Updated December 2020

- Community Organizations Meetings