

## Fundraising/Sponsorship Coordinator

The Fundraising/Marketing Coordinator shall be responsible for working with the Fundraising and Sponsorship teams in acquiring donations for the Capo Girls Softball league . The Fundraising/Sponsorship Coordinator will work with the marketing team to advertise and promote events including registration, sponsorships, and fundraising events.

In addition, the Fundraising/Sponsorship Coordinator will assist/support all league events as part of the CGS Board of Volunteers, attend regularly scheduled board meetings and vote as necessary in all CGS board elections.

Duties include:

### **Fundraising:**

- work with committee and board to create proposal of fundraising events for the season
- work with committee and board to schedule fundraising event dates
- create and distribute flyers or marketing material as needed
- coordinate with webmaster to post events on the league website
- coordinate group of volunteers to assist at each league fundraising event
- run the fundraising events with the help of all board members
- record and report amount of funds raised as well as any and all feedback for future events

### **Sponsorship:**

Committee should include:

- sponsorship solicitors
- banner creator
  
- work with committee and board to create a list of targeted potential sponsors
- divide and distribute list amongst committee members
- work with executive Board to create Sponsorship Information Packet
- follow up with committee periodically to determine status of sponsors
- Once sponsorships are obtained:
  - follow up with banner coordinator to execute production of banner
  - hang banners on fields once created
  - forward sponsorship information to webmaster
  - coordinate plaque, yearbook ad placement, and sponsorship thank you