



**JOB DESCRIPTION
SPONSOR ADMINISTRATOR**

Background: TEAM PG values its relationships with existing sponsors. These businesses and individuals have demonstrated their support of TEAM's mission and efforts through financial and in-kind donations. This support is vital to TEAM's continued success, and it is in TEAM's best interest to maintain and nurture these relationships to help ensure future support.

The Sponsor Administrator reports to the Finance Committee. The primary responsibilities are to ensure existing sponsors up for renewal are invoiced on a timely basis and to ensure existing sponsors receive all the benefits they are entitled to.

Skills;

- Organization and management skills
- Capable of supporting work of others
- Knowledge of or willing to learn MS Excel Spreadsheet
- Use of email
- Good communicator

Duties include:

- Manage the financial process of the program including initiation of invoicing and tracking receipt of contributions.
- Organize a benefits list containing the promises made by TEAM to our sponsors and track delivery of those benefits to each sponsor.
- Collect information, organize, and track sponsor contributions.
- Collect all required information regarding new sponsors (e.g., contact information, logo, etc.).
- Act as central record keeping source for all sponsorship activity.

Time Commitment – attend Finance Committee meetings (6-12 hours per year). Work with Communications committee members to ensure delivery of benefits to sponsors (1-5 hours/month) .Work with Office Administrator regarding invoicing and receipt of contributions (2-5 hours in May and June) .