



Job Title: Sponsorship Coordinator

Job Type: Development

Job Search Deadline: December 11th at 5pm.

Report to: Executive Director and BYS Development Committee

About the Organization:

Bainbridge Youth Services (BYS), a Bainbridge Island nonprofit since 1962, exists to support the social and emotional wellbeing of youth ages 13-21 through counseling and diverse outreach services, such as peer tutoring, job and volunteer opportunities, and skill-building workshops. All BYS services are currently free thanks to donors, sponsors and grantmakers.

In 2019, BYS served over 1000 students.

Here is what one young person had to say about BYS:

BYS is so important! There's no other place that offers exactly what teens need: mental health help, academic help, volunteer opportunities, jobs and life skills. Everywhere should have a place like BYS.

About the Position:

Summary

This position is responsible for securing corporate funding and in-kind support from area businesses for our annual BYS Fun Run and year-round operational support for BYS programs.

This position is also responsible for articulating business sponsor benefits and fostering strong donor relationships.

Contractor will work with the Executive Director and BYS Development Committee to reach defined goals for corporate sponsorships in 2021. Contractor will work seamlessly with BYS Fun Run Coordinator, other development personnel and the leadership of other BYS events to ensure that we execute all of the items outlined for our 2021 sponsor benefits.

Duties/ Job Responsibilities

Design sponsorship benefits

- Work with Executive Director and BYS Development Committee to define 2021 sponsorship benefits and update collateral material needed for solicitations, such as brochures, handouts, etc.
- Create a strong fundraising message that appeals to sponsors
- Review the current BYS Sponsorship Package and be familiar with what BYS promises to sponsors

Solicit Corporate Sponsorships

- Attend 1-2 BYS board meetings, sharing updates and inviting board members to add to the prospective sponsor list
- Research, identify, contact and cultivate current and prospective corporate sponsors
- Interview potential and current sponsors regarding why they give and what sponsorship benefits are important to them
- Share information about the work of BYS and the benefits of sponsorship in an engaging fashion, securing donation pledges
- Follow up with sponsors regarding any unpaid pledges, sending invoices where appropriate

Collaborate with community groups

- Get involved in outreach events with sponsors, such as the Downtown Association's "Celebrate Bainbridge" initiative

Learn and Develop

- Research and stay current regarding best sponsorship practices through online webinars

Collaborate with BYS Staff and Committees

- Attend monthly BYS Development Committee and BYS Communications/Outreach Committee meetings as requested, exploring opportunities to raise awareness and engagement of our sponsors
- Work closely with Fun Run Coordinator and fundraiser event committees, looking for ways to engage and honor our sponsors at these events and ensuring that BYS fulfills all our sponsorship benefits
- Attend monthly BYS all-staff meetings (one hour)
- Meet with Executive Director weekly or bi-weekly as appropriate

Keep Sponsors Informed and Engaged

- Communicate with each sponsor/partner at least once a month throughout the year, either in person (coffee chats), by phone, email or other means
- Create awareness of BYS activities
- Share BYS impact stories

Marketing & Collateral:

- Work with communications team to produce appropriate social media postings, posters and other collateral needed for sponsor promotion

Record Keeping:

- Maintain records and contacts of sponsors, recording their needs and interests
- Keep a record of sponsor details, including pledges, date invoices were sent and outstanding pledges to date
- Create a Sponsorship Coordinator Handbook

Sponsorship Follow-up

- Design and send out an end of year sponsor survey to support planning for next year
- Develop appropriate correspondence such as proposals, thank you letters and program outcome information

COMPENSATION:

- This is a part-time contracted position for one year with compensation of \$7500-\$8,000/year commensurate with experience and paid monthly.
- The hours vary and are very flexible. The hours are based on delivery of contract commitments with busiest period between January through June.

SKILLS & QUALIFICATIONS:

- A bachelor's degree
- Knowledge of Bainbridge Island community and business landscape
- At least one year of sponsorship development experience
- Strong verbal, organizational and written communication skills
- Strong networking skills
- Willing to make an ask for donations in support of an important mission
- Superior time management and organizational skills
- Confident, friendly, professional and comfortable with cold calling
- Ability to work autonomously with a "can-do" attitude
- A personal desire for ongoing learning, continuous improvement and development
- An optimistic outlook and positive attitude
- Self-motivated but also comfortable working in a small team
- Possess patience and perseverance
- Passionate about supporting healthy youth development

- Able to clearly present the “why” and “what” of Bainbridge Youth Services and the virtues of being a sponsor
- Able to develop innovative ways to serve and satisfy sponsors.
- Ease with designing and manipulating spreadsheets in Microsoft Excel

How To Apply:

For more information, please submit your resume and cover letter to info@bainbridgeyouthservices.org. Please include 3 professional references.