

SMPS Chapter Sponsorship Director Job Description

The director of sponsorship seeks out companies that are interested in marketing themselves to the Wichita area's leading group of A/E/C professionals.

DUTIES AND RESPONSIBILITIES

- Solicit potential companies to sponsor programs developed by all other committees ties to that event
- Welcome sponsors at chapter events and introduce them to attendees and speaker(s)
- Ensure sponsor(s) receives good return on investment
- Update and maintain sponsorship database/matrix
- Create and negotiate sponsorship contracts
- Create sponsorship invoices in conjunction with Chapter Treasurer
- Update sponsorship Trade Show Banner
- Send sponsors' logos to the communication chairperson to be uploaded on Web site, Eventbrite, etc.