



# GLEBE LITTLE LEAGUE

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## Role Description: Sponsorship Coordinator

### Position:

The Sponsorship Coordinator is a member of the League who reports to the President. The Sponsorship Manager is elected to the office by a vote of the Board of Directors for a term as specified in the constitution of the League.

### Duties:

- Responsible for the developing and sending and tracking of sponsorship packages
- Follows up with phone calls or face-to-face contact to maximize sponsorship success rate
- Responsible for fulfilling sponsorship agreements, especially payment to the League
- Contact and maintain relationships with sponsors.
- Responsible for ordering and distributing sponsor plaques to sponsors at season completion.
- Responsible for ordering all sponsorship signs.
- Responsible for the coordinating of all sponsorship activities, including but not limited to: in-season team uniforms, scoreboard signs, outfield signs, and concession stand signs,
- Coordinates with the Treasurer to make sure that all sponsorships are paid.
- Coordinates with the Uniform Coordinator to ensure correct team colors and sponsorship logos are used.
- Provide the Uniform coordinator with the list of house league sponsors, logo's and teams assigned in preparation for uniform ordering.
- Any other tasks requested and approved by the President and the Board.

If interested, please contact any member of the Glebe Little League Board of Directors.