



## **Corporate Sponsor Outreach Coordinator, Committee of Advisors**

**Reports to:** Director of Development

**Overall Objective:** Assist Director of Development in efforts that attract businesses to support the mission of Hang Tough Foundation on an annual basis as a Corporate Sponsor.

### **Responsibilities:**

1. Work with the Director of Development and accept responsibilities as assigned to you
2. Assist Director of Development in creating and implementing a Corporate Sponsor outreach plan
3. Identify and maintain a database of potential Corporate Sponsors
4. Reach out to identified potential sponsors via email, phone, and in-person meetings
5. Work directly with Director of Development to network in the community on behalf of the foundation with current and potential Corporate Sponsors
6. Assist Director of Development with follow up and ongoing contact/retention efforts with Corporate Sponsors
7. Network in the community on behalf of the foundation

### **Skill Set:**

- Proficient in Google Drive
- Networking skills
- Professional and sensitive communication skills via email and phone
- Community Involvement

**Time Commitment:** 10 hours/month-more commitment surrounding an event