

Sponsorship/Grant Coordinator

1. Coordinate with any volunteers in charge of fundraising events to create a "Thank you" to sponsors and incoming teams (poster/banner/program) etc..
2. Events currently include - Fireworks, Golf tournament, home tournaments, try hockey free, summer farmer's market grow the game booth and one more large summer fundraising event may be added
3. Keep a spreadsheet of all past sponsors/grant donors
4. Notify the MYHA volunteer connected to the sponsor when their "benefits" are about to run out to have them ask about renewing their sponsorship
5. Coordinate with webmaster to keep an updated set of logos on our website and in any other social media plugs for sponsors
6. Order Swag with logos if sponsor has given enough to reach that level of sponsorship, to be coordinated with HTD
7. Store, maintain, and post any banners that are to be posted at events
8. Produce a thank you card for all sponsors and send to their physical address annually when they renew their sponsorship or give to an event, individual, or team
9. Coordinate an annual association group photo for promotion (I would like to see an association group photo on the card or in the card that is delivered to sponsors and grant donors)
10. Coordinate with BOD to organize 2 volunteer community events where our association kids are giving back to the community (4th of July trash clean up, kids coaching at try hockey free event, etc..)
11. Participate in e-mail communications between BOD and Grant writer and help gather information as needed for grant applications