LCNS Sponsorship Officer

* Non-voting member of Board of Directors.
* Can attend regular monthly meetings as an optional attendee.
* Orientation and hand-over at June board meeting.
* Only does September cleaning duty (unless enrollment is low, and is needed for additional cleanings).
* On all matters of business, confidentiality is essential.
* Along with all the members of the co-operative, is responsible for the health and safety of LCNS children.
* Reports to President and VP on all matters related to Sponsorship.
* Maintains all files related to LCNS Sponsors and Donations (Word documents and Excel spreadsheets).
* Records all items donated for silent auction, membership incentives and coupons for membership orientation package. Tracks item value and the amount the item went for a silent auction.
* Manages ad files to be received from sponsors for newsletter, works with the Secretary to place them in the monthly newsletters. Also manages files of sponsor logos to be added to silent auction poster and LCNS website.
* Maintains record of which sponsor is eligible for a tax receipt (along with amount) and passes that info to the Treasurer.
* Keeps all record of current and past sponsors, including businesses etc. who received a sponsorship package but weren’t interested.
* Acts as the main point of contact for LCNS Sponsors (alongside the President and VP)
* Collects cheques for sponsorship/donations; keeps a record of cheque number, date on cheque, and sponsorship level. Passes cheques to the Treasurer to be cashed on appropriate dates.
* Writes and delivers (mail) a hand written note to each sponsor/donor to thank them for their support. (spend within the first month of their sponsorship)
* Emails a copy of the monthly newsletter to all sponsors featured in LCNS ad space each month.
* Maintains record of which sponsor is eligible to be featured in ‘Ask the expert’ column of LCNS newsletter. Reminds sponsors about writing it as needed.
* Updates sponsorship package as needed.