

# Uptown Plain City Organization Sponsorship Operator Job Description

**Position Requirements:** The ideal candidate must possess strong organizational skills and computer experience with Microsoft Office. Must be able to coordinate resources to maximize productivity and achieve objectives within deadlines.

**Position(s) Supervised:** None

**Time Requirements:** 10 – 20 hours per month

**General:** Appointed and annually approved by the Board of Directors. Compiles sponsorship information from Event Chairs and Committee Chairs for Sponsorship/Membership brochure. Updates UPCO business address and email list. Coordinates Sponsorship mailings (2-4). Reports to Organization Committee Chair/Board of Directors.

## Specific Duties:

1. Is a member in good standing of the Uptown Plain City Organization (UPCO).
2. Receives sponsorship applications/specifics from Event Chairs and updates/completes Sponsorship/Membership brochure.
3. Receives Grant specifics from Design Chair and Business Enhancement Chair.
4. Receives membership applications/specifics from mail/Operations Chair/Board of Directors.
5. Updates/completes Event Sponsorship Grant, Membership Opportunities brochure with information from above.
6. Updates/completes accompanying letter with key points and directions.
7. Print sponsorship/membership brochure (Marysville Printing and/or office printer).
8. Performs mail merge and prints letter (Marysville Printing and/or office printer).
9. Performs mail merge and prints labels or envelopes on office printer.
10. Ensures enough address labels, paper, return labels, envelopes, postage.
11. Drop to Bob Walter, if applicable. If not applicable, assemble all and mail. Note: Marysville Printing can fold if required.
9. Deadline: February \_\_\_\_\_
10. For Round 2, drop current sponsors and repeat. Generally, deadline May \_\_\_\_
11. For Round 3, drop current sponsors and repeat. Generally, deadline July \_\_\_\_
12. Other rounds can be targeted to specific sponsors or sponsor types.
13. Turn in receipts for above materials and postage to Treasurer.
14. Attends Executive committee meetings.
14. Receives no compensation.
16. The term for Event committee chair is for one year with no limit on consecutive terms.