

Job Description:

## Sponsorship Coordinator (Volunteer - 20 hours per month)



We are looking for a volunteer to serve as our Coalition Sponsorship Coordinator. This role will be responsible for managing and further developing the operations of our new Sponsorship Program. Reports to the Coalition Program Manager

### OUR VISION AND MISSION

The SLO Climate Coalition is a community organization committed to creating a vibrant, just, and climate-resilient Central Coast. Our mission is to bring together community expertise, creativity, and resources to champion high-impact regional climate solutions that inspire other communities to do the same.

### RESPONSIBILITIES

- Oversee, develop, support, and improve all aspects of the Sponsorship Program
- Outreach and positively represent the Sponsorship Program to targeted audiences
- Negotiate, process, and track sponsor payments and benefits
- Maintain great relationships with Sponsors
- Utilize and improve sponsorship tracking tools and software
- Set goals and track metrics
- Meet regularly with Coalition Program Manager
- Work collaboratively with supporting roles including IT Manager, Equity Advisor, Marketing Manager, Executive Director, and others

### SKILLS AND QUALIFICATIONS

- Must have experience working in a leadership role
- Must be able to communicate effectively
- The ability to work effectively and collaboratively in a mostly volunteer community-based organization
- Must be able to represent yourself professionally
- Excellent networking skills. Well connected throughout SLO County is a plus!

Our ideal candidate would be organized, an effective communicator, a connector, have an available and flexible schedule, be a self-starter and a self-manager, and have basic knowledge of climate change and climate action practices.

Applications can be submitted by going to: <https://forms.gle/sTVxy7QZuwygVWAC8>

For more information about the SLO Climate Coalition please visit our website at <https://sloclimatecoalition.org>