

Sponsorship Director, AIGA Arizona

Positions Report to: Executive Team

Start/End Date: July 2022 - June 2023

Hours: 3-5 hrs / week + additional during PHXDW planning & execution

OUR ORGANIZATION:

Founded in 1914 as the American Institute of Graphic Arts, AIGA is now known simply as “AIGA, the professional association for design.” In 1989, the Arizona chapter was formed to serve the entire community of professionals across the state. AIGA Arizona’s mission is to nurture creative curiosity and use programming, resources and mentorship to empower the voices in our community to create a lasting impact. We recognize diversity through professional backgrounds, years of practice, areas of professional experience, economic level, cultural background, age, ethnicity, place of origin, sexual orientation, gender identity, and cognitive and physical abilities.

AIGA is the profession’s oldest and largest professional membership organization for design—with more than 70 chapters and more than 18,000 members—we build programming to help improve design ability. We connect with complementary disciplines of creativity and expression. We prioritize social impact. And we promote community excellence. We provide resources and access to all creative professionals within our state and make sure that underrepresented communities have a seat at our table. Because to us, it’s not about where you came from. Or what awards you’ve won. It’s about using creativity to make a difference exactly where you are.

For more information about AIGA Arizona, please visit us at <https://aigaaz.org>.

THE ROLE:

The Sponsorship Director fosters relationships with representatives of allied fields who service the design community to encourage cash or in-kind sponsorship of one-time and seasonal events, or long-term chapter sponsorship opportunities. Sponsorship director will report to the executive team.

WHAT YOU WILL ACCOMPLISH:

- Identifies and nurtures relationships with potential sponsors
- Maintains a database of sponsor contact information and agreements
- Creates and implements an annual sponsorship opportunity packet, including information on upcoming Chapter events (including Phoenix Design Week) and activities for the calendar year
- Oversees sponsorship messaging and enrollment forms on the AIGA Arizona website
- Works closely with the Communications Director and executive team to ensure chapter meets requirements for proper acknowledgment of sponsors
- Works closely with the Treasurer to ensure payment and receipts are made in a timely manner
- Joins national Slack #sponsorship channel to access resources and community
- Thanks sponsors for their participation and support

WHO SHOULD APPLY:

- Thrives at relationship and community building
- Flexible, creative dealmaker, excels at finding mutually beneficial opportunities for both the organization and sponsors.

- Has existing contacts within the creative community
- Is available to respond on relatively short notice during business hours (within reason)
- Values transparent communication among team members
- Enjoys networking, making connections, being a face in the community

HOW TO APPLY:

We are very excited to review your application. Please follow the steps below and you should hear from our team within 72 hours to confirm receipt. All documents and questions should be submitted to apply@arizona.aiga.org.

1. **Letter of Intent:** please submit a one page letter of intent explaining why you are interested in the role and what makes you particularly qualified for the position.
2. **Current Resume and Contact Information**
3. **Two professional reference statements:** may be current or former supervisors or colleagues.
 - a. This is a 250-500 word minimum statement that speaks to the skills required for the role, and why the candidate is a fit.
4. **Completed Tasks:**
 - a. List of up to 5 recently completed (within the last 5 years) tasks, assignments, positions, etc. that you would be relevant to this particular position. Please include a brief description of each and how that experience may be relevant to this position.