



## Position Description/Announcement

### **Midland Center for the Arts**

**Midland, MI**

**Position Title: Community and Corporate Sponsorships Coordinator**

**Supervisor:** Associate Director of Development

**Classification:** Full-time, Exempt

**Salary Range:** \$46,000 - \$50,000

### **POSITION CONCEPT**

Under the direction of the Associate Director of Development, this position is responsible for the overall experience and value for all Midland Center corporate partners. The Community and Corporate Sponsorships Coordinator will deliver high-level communication and service to corporate partners, while strengthening and growing established relationships as well as soliciting new partners, managing the execution of sponsorship elements, recapping partnerships, and reporting on results. This position will work closely with the Programming and Marketing teams to help build creative, unique, and impactful packages that help raise brand awareness for Center partners.

### **DUTIES AND RESPONSIBILITIES**

The duties of this position include, but are not limited to:

- Deliver exceptional customer service and professional communication to all Center partners. Ensure that each partnership is fun, delivers on stated objectives, and is mutually beneficial.
- Maintain the onboarding, launch and continual activation of all corporate partners including status check-ins, relationship-building meetings, impact reporting, and annual renewal.
- Explore and brainstorm ideas for expanding existing corporate partnership relationships and for prospecting new partners.
- Directly solicit or assist in the solicitation of new corporate partners.
- Develop and enhance relationships with key influencers and stakeholders of established corporate partners, as well as new prospects.
- Support the identification, cultivation, and solicitation of individual major gifts and sponsorships that emerge as a result of community outreach initiatives.
- Coordinate all aspects of the execution of the sponsor contract, including, but not limited to: work closely with marketing to ensure complete and proper recognition, and assist hospitality in the planning and execution of all sponsor events/receptions, which may include evening and weekend events.
- Document all account management using customer service management (CRM) tool.

- Prepare and conduct annual partner wrap up presentations for sponsors after each season.
- Be an ambassador of the Center within the corporate community by attending various community events as assigned.
- Manage budgets and revenue as assigned.
- Other duties and responsibilities as deemed necessary by the Associate Director of Development.

### **PREFERRED KNOWLEDGE, EXPERIENCE AND ABILITIES:**

#### **Qualifications:**

- Excellent organizational, interpersonal and communication skills with strong attention to detail.
- Highly organized and able to juggle multiple deadlines and projects at once.
- Demonstrates innovative thinking that is customer-centric.
- Able to build positive, effective relationships with corporate partners and co-workers.
- Able to make in-person, professional presentations as needed.
- Willingness to work as part of a team and assist others as needed.
- Professional and reliable with a strong work ethic.
- Ability to be passionate about the Center's mission and to generate excitement in others, in person, over the phone and in presentations or events.
- Proficiency with writing professional business communication.
- Proficiency with computers, including Microsoft Office Suite applications; familiarity with and ability to work within CRM systems, Google Docs and Adobe Suite applications.
- Positive attitude and the ability to remain flexible in a fast-paced environment and often new or added programming.
- Commitment to diversity, equity, inclusion, and access, and a desire to work with people across many lines of difference

#### **Education and Experience Requirements:**

- College degree OR relevant experience in customer/client interaction required
- Experience working in sales, customer service and/or marketing environment preferred
- Proficiency in Adobe Photoshop a bonus, but not a requirement

### **APPLICATION INFORMATION**

Email Cover Letter and Resume to:

[hr@midlandcenter.org](mailto:hr@midlandcenter.org) and [development@midlandcenter.org](mailto:development@midlandcenter.org)