

## TURNSTONE

**Position Title:** Sponsorship Coordinator  
**Reports To:** Chief Development Officer  
**FLSA Classification:** Exempt, (average 40 hours per week)

### **Position Purpose:**

The Sponsorship Coordinator is responsible for the cultivation and maintenance of corporate sponsorships across the agency.

### **Functions and Principal Accountabilities:**

The Sponsorship Coordinator, under the direction and supervision of the Chief Development Officer will:

1. Maintain adequate records, set and achieve agreed upon budget sponsorship goals and abide by agency policies.
2. Conduct research, cultivate and actively seek sponsors for both special event and overall Turnstone sponsors.
3. Ensure agreed upon sponsor benefits are provided to the sponsor as promised. Work with the Special Event Coordinator, Sports Event Coordinator, and Communication and Outreach Specialist to coordinate sponsor benefits.
4. Serve as a liaison with staff, volunteers and vendors on sponsor related matters.
5. Thank and recognize those sponsors who participate in, or contribute to, any event.
6. Serve in an advocacy role on behalf of the agency.
7. Educate the public regarding agency services and disabilities. Conduct agency tours.
8. Participate in continuing education to keep informed of new developments and resources related to job function. Complete all agency mandatory in services and competency testing annually.
9. Serve as a member of the agency development team. Participate in and / or facilitate related committees and meetings. Ensure and support decision making relevant to Turnstone's mission, vision and strategic plan.
10. Participate in community and Turnstone activities.
11. Evaluate own performance objectively in conjunction with immediate supervisor.
12. Treat clients, family members, visitors, team members and other associates with care, courtesy and respect. Consistently anticipate the needs of consumers and puts those needs first. Provide services with respect for human dignity and the uniqueness of the client; unrestricted by consideration of socio-economic status, personal attributes, or the nature of the health problem. Demonstrate commitment to service and contributes to creating a positive, caring environment.
13. Promote positive working relationship and works effectively as a part of the departmental team to facilitate the department's and the agency's ability to meet its goals and objectives. Demonstrate behaviors to reflect Turnstone's Mission / Vision and Values of: Consumers as Partners, Team Work, Inclusiveness, Outcomes Oriented, Entrepreneurial and Financial Stewardship.

14. Adhere to Turnstone confidentiality policy. Be responsible for the protection of confidentiality of data at all times. Uphold the agency and professional Code of Ethics.
15. Respond positively to changing circumstances to maximize opportunities and minimize problems.
16. Complete other related tasks as assigned.

**Contacts:**

The Sponsorship Coordinator is a highly visible position with a great deal of interaction with the public, donors, clients, families, volunteers, other agencies and private sector business. The incumbent interacts with all levels of agency personnel.

**Performance:**

Performance is measured by the ability to successfully set and attain sponsorship goals and deliver sponsor benefits as promised and on time; the performance of job requirements in a competent manner; the quality of work performed; and the ability to address agency needs in a competent and timely manner. The efforts of this position must result in meeting or exceeding sponsorship goals established by the board of directors.

**Requirements:**

This position requires a Bachelor's degree in a related subject area and/or five years of experience in fundraising and sponsorship. In addition, the incumbent shall have strong interpersonal skills needed to work cooperatively with the media, volunteers, board members, donors, staff members, and the general public. The incumbent shall have the ability to prioritize, coordinate, plan, and possess excellent written and oral communication skills; must be able to use the agency software and office equipment to maintain event sponsors and donor records.

**Essential Functions:**

It is the responsibility of the employee to self-declare when reasonable accommodations are needed to perform essential functions. These functions must be accomplished with or without accommodations:

1. Effectively communicate with donors, sponsors, clients, families, staff, community resources, and volunteers.
2. Provide appropriate and required documentation.
3. Have a reliable means of transportation.
4. Able to handle light to moderate lifting, standing for long periods of time and a flexible work schedule.

I have read and understand by job requirements.

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Signature of Employee

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Date



Turnstone

Position Title: Sponsorship Coordinator  
 Reports To: Chief Development Officer  
 FLSA Classification: Exempt

**I. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

Constantly = activity accounts for 75% or more of employee's time  
 Frequently = activity accounts for 25-75% of employee's time  
 Occasionally = activity accounts for 5-25% of employee's time  
 Rarely = activity accounts for under 5% of employee's time  
 NA = not applicable

General Task	Const.	Freq.	Occas.	Rarely	NA	Comments
1. Walking		✓				
2. Running					✓	
3. Balancing			✓			
4. Climbing					✓	
5. Crawling					✓	
6. Standing		✓				
7. Turning		✓				
8. Stooping			✓			
9. Crouching					✓	
10. Kneeling					✓	
11. Sitting	✓					
12. Reaching			✓			
13. Lifting			✓			
14. Carrying		✓				
15. Throwing					✓	
16. Pushing			✓			
17. Pulling			✓			
18. Handling	✓					
19. Hand movement	✓					
20. Finger movement	✓					
21. Wrist movement	✓					
22. Sensory Discrimination (hot/cold, sharp/dull)					✓	
23. Speaking and walking concurrently		✓				
24. Driving		✓				

Visual / Hearing Demand	yes	no	Comments
<b>Visual Activity</b>			
Close Paper Work	✓		
Color Vision	✓		
Depth Perception	✓		
<b>Hearing Activity</b>			
Conversation	✓		
Telephone	✓		
Monitoring Equipment	✓		
Transcription		✓	
Background Noise	✓		

**Must be able to:**  Lift  Handle  Push  Pull up to 30 pounds

**Must be able to operate the following equipment / machines:** Computer, copier, FAX, printer, credit card machine

**Adverse Conditions Surrounding Work / Hazards**

WORKING CONDITION	Const.	Freq.	Occas.	Rarely	NA	Comments
1. Inside	✓					
2. Outside			✓			
3. Hot			✓			
4. Cold			✓			
5. Temperature change			✓			
6. Humidity			✓			
7. Dry			✓			
8. Wet			✓			
9. Dusty					✓	
10. Dirty					✓	
11. Odors					✓	
12. Noisy		✓				
13. Adequate light	✓					
14. Adequate ventilation	✓					
15. Vibration					✓	
16. Machine hazard					✓	
17. Moving object					✓	
18. Cramped quarters					✓	
19. High places					✓	
20. Possible burns					✓	
21. Explosives					✓	
22. Radiant energy					✓	
23. Toxic conditions					✓	
24. Chemical hazards					✓	
25. Infection hazards					✓	
26. Working with others	✓					
27. Working around others	✓					
28. Working alone	✓					

**Personal Protective Equipment Required:**

Universal precautions to be followed

**II. Occupational Safety and Health Act (OSHA) Compliance**

**Occupational Exposure Determination:** Check one of the following:

- Job in which **all employees** have occupational exposure
- job in which **some employees** have occupational exposure
- Job in which there is expected **no employees** have occupational exposure

Prepared By: Rena Burden, CDO

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