



### **ABOUT US**

Assembli is a non-profit organization that invites and empowers the Ann Arbor + Ypsilanti communities through the inclusive, illuminating + transforming power of creativity. Each year, we produce light-filled, magical community-built celebrations—FoolMoon and ypsiGLOW—with an open invitation for everyone to join.

### **JOB DESCRIPTION**

The sponsorship coordinator will be responsible for securing monetary sponsorships to support the production of these local events. Responsibilities will include:

- Research potential businesses to target for sponsorship
- Reach out to the target list including setting up and attending meetings with potential sponsors
- Develop customized sponsorship proposals based on the focus of the potential sponsor. Proposals are to be approved by Assembli board and/or Executive Producer (EP).
- Work with EP to obtain invoices to send to contracted sponsors
- Communicate with EP to ensure that sponsorships are fulfilled before and during the event with regard to marketing and onsite presence.
- Assist any sponsors who will be at FoolMoon and ypsiGLOW to ensure their contract is being fulfilled.
- Create a wrap-up report for sponsors, highlighting what was provided for their sponsorship.
- Assist board with sponsor thank yous

Hourly rate: \$30-\$40/hr (depending on experience level)

Estimated Hours: 10 hrs/week

Email resumes to Stephanie McIntyre at [wonderfoolproductions@gmail.com](mailto:wonderfoolproductions@gmail.com)