

Sponsorship Director Job Description

The NAE Sponsorship Director is a part-time contract position. Qualifications and responsibilities include, but are not limited to the following:

Qualifications

- Personal faith in Jesus Christ as Savior and Lord
- Agreement to and affirmation of the NAE Statement of Faith (available at NAE.net)
- Regular attendance at an evangelical church
- Membership in the NAE
- Proficient in use of Microsoft applications (Word and Excel)
- Willingness to work as part of a team
- Interpersonal skills
- Flexibility to adjust to needs of small office
- Capability and experience to fulfill responsibilities listed

Responsibilities

- Initiate and deepen relationships with potential sponsors, moving them toward active sponsorship
- Maintain and expand relationships with current sponsors
- Maintain contact list of current and potential sponsors
- Empower NAE staff to fulfill sponsorship benefits
- Update and improve Sponsorship Kit as necessary
- Make recommendations for growth and improvement of sponsorship program
- Meet budgeted sponsorship goals and deadlines
- Other responsibilities as assigned

Relationships

- The Sponsorship Director reports to the Communications Director
- The Sponsorship Director coordinates with other NAE staff

To apply for the Sponsorship Director position, email a cover letter and resume to Sarah Kropp Brown, Communications Director, at SKropp@NAE.net.

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