



**Job Description: Sponsorship & Fundraising Program Manager
Mat-Su 2024 Arctic Winter Games
902 E. Palmer-Wasilla Hwy, Palmer, AK 99645**

Arctic Winter Games Overview

The Mat-Su 2024 Arctic Winter Games Host Society was formed to plan and deliver a world class sporting and cultural event, welcoming 2,000 participants and an equal number of volunteers, from around the circumpolar north. This event includes 21 traditional indoor and outdoor winter sport competitions as well as a weeklong Indigenous cultural exchange program. The Mat-Su 2024 Arctic Winter Games will be held March 10-16, 2024.

Position Description

The Arctic Winter Games cannot operate without the generous support of the business community, and key foundations in Alaska. The Mat-Su 2024 Arctic Winter Games Host Society has set a goal to raise \$4.5 million dollars through fundraising, sponsorships, and in-kind contributions. This is 60% of the revenues required for the overall budget of \$7.4 million. The Sponsorship & Fundraising Manager will work closely with the General Manager and specific volunteer Host Society Directors to raise corporate, foundation, and private donations to fit the specific needs of the Games. In addition, the Sponsorship & Fundraising Manager will ensure sponsorship fulfillment according to the established sponsorship strategy. The sponsorship deck and fundraising information can be found [here](#).

Key Responsibilities

1. Steward all sponsorship and fundraising related activities for the Mat-Su 2024 AWG with support from the General Manager and Marketing and Public Relations. This may include program and event development.
2. Represent Mat-Su 2024 AWG in funding conversations
3. Provide administrative follow-up, agreement closures, and documentation of fulfillment plans.
4. Track sponsorships with a database containing all sponsor information and communications from the Host Society. The database should include all commitments by the sponsor and the Host Society, and the ultimate fulfillment of commitments in a timely manner working with a Sponsorship Coordinator. Marketing and Special Guest Services.
5. Develop a program that recognizes corporate and foundation donors, (cash and in-kind) separately from government and institutional sponsors (i.e., Federal, State, Borough and School District). The program should include formal receipts for tax purposes, as well as a system for thank you letters signed by the primary sponsor recruiter or Host Society Chair. Recognition programs for past Games have included plaques, sponsor pins, appreciation events, signage, and other public recognitions.

6. Participate with the Finance Committee to provide reports. Monitor and report out on fundraising metrics and movement towards achievement of goals.
7. Manage non governmental grants and support grant writing and research, as needed.
8. Assist with registration of sponsors as Special Guests in the Games and Event Management Software (GEMS) for accreditation purposes.
9. Work with Special Guests Services to ensure sponsors are included in Special Guest events and programs, and that hotel rooms are available for out-of-town sponsors.
10. Coordinate with the Arctic Winter Games International Committee regarding the sponsor recognition reception.

This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. Additional duties may be assigned by the General Manager.

Position Requirements

1. Bachelor's degree in business, public relations, or another related field.
2. Previous experience in sponsorship development/fundraising operations.
3. Demonstrated success managing complex projects (i.e., conventions, conferences, galas), preferably both in-person and virtual, including timeline, team, and deliverable management.
4. Strong computer skills including G-Suite, Microsoft Suite (Excel, Word, Access) and/or project management software.
5. Exceptional communication and interpersonal skills. Ability to establish and maintain relationships (internal and external) is extremely important.
6. Exceptional time management and organizational skills and high attention to details.
7. Self-motivated to move the organization and mission forward.
8. Comfort and confidence working under pressure of deadlines and on multiple priorities at once.
9. Ability to maintain confidentiality of information.
10. Alaska based sponsorship and fundraising experience in addition to broad national experience preferred.

Salary: \$4,500/month

Position Type: Temporary, flexible scheduling due to some evening and weekend events.

Hybrid some remote work with an in office requirement for team meetings and events.

Full Time (hire date - April 30, 2024)

Benefits not included

Closing Date: When filled

Posting Type: External Only (Post March 16, 2023)

To apply: Send cover letter and resume, to include three current references. References will likely be contacted prior to the interview.

Amy Spargo, Board Chair

Mat-Su 2024 Arctic Winter Games Host Society

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We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted.