
Sponsorship Coordinator Resume

Job Objective

Sponsorship Coordinator with exceptional skills looking for a job in your company.

Highlights of Qualifications:

- Hands-on experience in sponsor solicitation and sponsorship program coordination
 - Profound knowledge of organization policies, proposal writing, and budget management practices
 - Outstanding knowledge of Microsoft Office and database systems
 - Familiarity with creation and presentation of sponsorship and promotional materials
 - Ability to handle and protect confidential and sensitive data
 - Ability to contact sponsors through e-mail, telephone, and postal correspondence
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Professional Experience:

Sponsorship Coordinator
The Taubman Company, Adrian, MI
August 2012 – Present

Responsibilities:

- Created, managed, and implemented beneficial sponsorship programs involving sponsors.
- Researched, sourced, and contacted new sponsors and donors, efficiently.
- Prepared and distributed interesting sponsorship information packets and materials.
- Established and retained strong professional relationships with all sponsors.
- Developed and maintained sponsorship-related computerized records and reports, accurately.
- Contacted and liaised with external vendors regarding sponsorship programs.

Sponsorship Coordinator
Kingdom Consulting LLC, Adrian, MI
May 2009 – July 2012

Responsibilities:

- Authored and presented grant and sponsorship proposals to sponsors and donors.
 - Planned, executed, and coordinated sponsor solicitation programs, as required.
 - Developed, maintained, and implemented sponsorship benefits contracts, efficiently.
 - Received, processed, and documented all incoming payments from sponsors.
 - Completed and maintained work-related paperwork, accurately and in a timely manner.
 - Greeted visiting sponsors and attended meetings with them, as needed.
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Education:

Bachelor's Degree in Sports Management
Eastern Mennonite University, Harrisonburg, VA

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