



BALTIMORE ROCK OPERA SOCIETY

Sponsorship Captain Responsibilities Outline

Reports to: Development Associate

Title: Sponsorship Captain

Term: One year, with the opportunity to reapply.

Time Commitment: 4-6 hours/week

Overview

The BROS Sponsorship Captain is responsible for managing and cultivating relationships with BROS sponsors, individuals, businesses, and in-kind donors, with the goal of increasing contributed income revenue from any BROS rock opera production or special event.

Specific Duties

- Solicits individual and corporate sponsors for annual programs and special events
- Identifies and cultivates potential new sponsor prospects
- Creates sponsorship packages for programmatic events and special events.
- Works with graphic designer to create sponsorship marketing flyers
- Hits quarterly contributed revenue targets for sponsorship and corporate support
- Oversees and tracks sponsorship stewardship rewards, including comp tickets
- Creates and sends sponsorship acknowledgement letters and thank you notes
- Gathers sponsorship logos and recognition language for Marketing and Communications Director
- Works with the Marketing and Communications Director to update rotating sponsorship website content
- Updates Neon with donor and donation information
- Works with the Development Associate to implement sponsorship communications needs
- Attends required meetings with the Development Associate and BROS staff as needed.
- Other duties as assigned.

Who we are looking for:

- Ability to commit to one year in this role.
- Ability to work well with other team members and clearly communicate via email and Slack.
- Ability to work efficiently and consider long term sustainability of tasks and systems.
- Ability to spend some hours in person at HQ and venues.



BALTIMORE ROCK OPERA SOCIETY

Compensation

BROS is a volunteer-run organization, however Captains will be offered free Rock Operative-level membership and free admission to BROS events and productions throughout the year. When stipends are available, the Captain will be eligible for receiving a stipend commensurate with their level of duties and experience from that event's individual budget.