



## **FIGT Sponsorship Director Role Description**

### **The FIGT Mission**

Families in Global Transition is a welcoming forum for globally mobile individuals, families, and those working with them. We promote cross-sector connections for sharing research and developing best practices that support the growth, success and well-being of people crossing cultures around the world.

### **FIGT Sponsorship Director Overview**

The Sponsorship Chair, with oversight from the FIGT Treasurer and with input from the Executive Committee and other Board Members as applicable, identifies, researches, approaches, screens, and selects Sponsors to support financially the FIGT organization for a 12-month period. The focus of recruiting sponsors involves developing and maintaining a partnership relationship year-round with the potential sponsors who best embody the ideals of FIGT's mission and values. Sponsorship is defined as investing in a yearlong partnership with the FIGT organization, and is not limited to FIGT events. The Sponsorship Chair also maintains relationships with current, former, and future sponsors throughout the calendar year. The Sponsorship Chair reports to the FIGT Treasurer.

### **Top Responsibilities and Tasks**

- Identify, prospect for, and develop future FIGT sponsors and exhibitors
- Maintain current and past sponsorship relationships, especially regarding fulfillment of benefits for the current sponsors
- Ensures sponsors' privileges are provided, and that their concerns are taken into consideration in FIGT messaging and activities throughout the year
- Develop new/best practices to recruit, where applicable, sponsorship at the FIGT membership and affiliate level
- Recruit, interview, train, and lead the Sponsorship committee team
- Fulfill monthly report for General Board Meeting

### **Ongoing Sponsorship Director Projects** (Training/Orientation from predecessor required)

- Sponsorship process - planning finalized during September, intensive sponsorship recruitment and related activities October through early February, promotional responsibilities December through early March, conference attendance mid-March, and follow-up conference/sponsorship cycle debrief and lessons learned, and pre-planning April through August.
- Onboarding of new Committee volunteers.



- Updating current sponsor and potential sponsor outreach documents and the FIGT Sponsorship Handbook.
- Liaison with the FIGT Administrator on a range of administrative tasks to support sponsors.
- Liaison with the Membership Director regarding policy aspects, intersection of Sponsorship and Membership and regarding opportunities for new members to become sponsors and responding to enquiries.
- Liaison with the Communications Co-Chair Directors regarding Sponsors communication needs - social media posts, blogs and newsletter articles.
- Liaison with the Program Director regarding Sponsors who are introducing keynotes and Sponsors who are Presenting.
- Annual FIGT Conference Critical Roles:
  - Assisting sponsors with exhibitor table set-up, info updates, guidance regarding their roles and opportunities including introduction of Keynote Speakers, the Welcome Reception, and the President’s Lunch for Sponsors;
  - Introducing sponsors throughout the conference to fellow sponsors and attendees;
  - Discussing ongoing and emergent FIGT organization, sponsorship, and globally mobile community-related issues;
  - Prospecting for potential new sponsors among attendees and with current sponsors;
  - Representing sponsors who may be absent.
- Prospecting for new sponsors throughout the year, including at FIGT Affiliate meetings, Industry Round Tables and at networking events.
- Formal thanking of Sponsors post conference through articles written for the FIGT website/newsletter, and any remaining promised promotional articles are completed.

### **Time Requirement**

The Sponsorship Director must be flexible and prepared to meet with sponsors and answer queries regarding Sponsorship across a wide variety of time zones and as unexpected needs or concerns arise. The Sponsorship Chair works an average of 16-30 hours monthly during the period of September through March (not including their attendance and work at the annual in-person conference), with 10-15 hours monthly throughout the rest of the year. This includes preparation for, participation in, and follow-up to the monthly two-hour Global Board Meeting (GBM).

#### **Time Requirement (in hours per month)**

Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept
16-30	16-30	16-30	16-30	16-30	16-30	10-15	10-15	10-15	10-15	10-15	16-30



Full term of office will commence on October 1, 2020 and end on September 30, 2022. We request that you are available from August 2020 onwards to start the onboarding process.

### **Critical Skills and Experiences**

All Board Members are expected to be able to use Google Drive and WhatsApp and work in virtual environments. They are also expected to be able to help promote and network for the FIGT conference and FIGT membership, even if it is not a stated part of their role description.

- Strong verbal and written communication skills
- Strong presentation skills
- Strong strategic planning and analytical skills
- Meticulous attention to detail and follow-up skills
- Sales, Marketing and/or Public Relations Experience; working with/in businesses or organizations dealing with FIGT community-related topics and issues (e.g., multinational corporations, Global Mobility, international human resource sector, etc.) a plus
- Strong Organizational Relationships, including globally; connections within the geographic region of the current or next conference a plus

### **General Responsibilities & Requirements for all Board Directors**

- Current FIGT member.
- Must have attended an FIGT Annual Conference or volunteered for 12 months with an FIGT Committee.
- Ability to commit to 25+hours every month of volunteer work for Board position role
- Attend the monthly virtual General Board Meetings. The General Board Meetings take place once a month and are two hours long. Meetings are across time zones and may require working at irregular and sometimes difficult hours. If needs arise there may be more than one each month.
- Attend the 2021 and 2022 Conferences, including the in-person Board meetings which take place the day before and the day after the conference. Since FIGT is a volunteer driven organization, it can only cover the conference registration fee for its Board members. Board members pay for travel to/from conference and accommodation at the conference.
- Prior experience managing cross-cultural teams in diverse locations.
- Prior experience working online using collaborative platforms such as Google Drive, Zoom, WhatsApp, and Doodle.
- Available for on-boarding training during August and September 2020 (including attending the September General Board Meeting, meeting with predecessor, chairing a committee meeting (if applicable), and meeting with Executive Committee members to whom the position reports (FIGT Treasurer).