Baltimore Office of Promotion & The Arts, Inc  
Corporate Sponsorship Specialist  
Position Description

About BOPA  
The Baltimore Office of Promotion & The Arts (BOPA) is a standalone 501(c)(3) nonprofit organization that serves as the arts council, film office and event center for the City of Baltimore. In addition to producing and organizing city-wide annual events and arts council programs, BOPA uplifts Baltimore’s creative community through funding and support to artists and arts organizations across the City. In addition, BOPA manages several historic attractions and sites in the Baltimore area. Facilities include School 33 Art Center, The Cloisters, the Bromo Seltzer Arts Tower and the Top of the World Observation Level in the World Trade Center.

Job Summary  
The Corporate Sponsorship Specialist is a regular, full-time, exempt position reporting to the Development Director. The primary responsibilities are to raise funds for BOPA’s events and programs and regularly meet or surpass fundraising goals. The Corporate Sponsorship Specialist must be an experienced sales agent and a self-directed team member who cultivates strong relationships with funders and prospects to deepen engagement and increase support. This person will work alongside a Senior Development Officer, Corporate Sponsorship. The position will be based primarily at BOPA’s administrative office in downtown Baltimore and required to travel to meet with donors and prospects throughout the region. Participation in our fast-paced environment includes some weekend and evening hours for BOPA events & arts council programs.

Responsibilities  
• Raise funds for BOPA’s events and programs and regularly meet or surpass fundraising goals  
• Steward relationships with new prospects and current sponsors to build long-term relationships with BOPA  
• Conduct research to identify new prospects to broaden BOPA’s potential funding base  
• Work with the Development team and other BOPA departments to brainstorm ideas and conceptualize new and existing BOPA sponsorship assets  
• Work with Development team and Communications department to create customized sales content and collateral for sponsorship proposals and presentations  
• Maintain accurate and updated records of all contacts, actions, and opportunities within the CRM (Raiser’s Edge)  
• Using a consultative selling approach, work with businesses to gain a clear understanding of their marketing and community relations objectives and then apprise prospects of relevant BOPA sponsorship opportunities to assist in accomplishing objectives  
• Create professional sponsorship proposals to optimize donor experience and return on investment  
• Communicate, work with and negotiate sponsorships with prospects from proposal to contract phase  
• Work with Development & Finance Coordinator as applicable to ensure the timely processing of contracts, pledges and/or payments, acknowledgements, and benefit fulfillment  
• Provide on-site stewardship to sponsors at sponsored events to ensure guidelines are met,
troubleshoot issues, and create a positive experience

- Solicit feedback from and respond to sponsors immediately following events and programs
- Work with Development and Communication colleagues to develop and produce high-quality post-event reports that document BOPA’s impact and highlight sponsor’s return on investment
- Represent BOPA at corporate networking opportunities to cultivate productive relationships and ensure a professional reputation within the business community

Qualifications

- Bachelor’s degree, and minimum of three years of experience selling sponsorships, with proven success securing five-figure contributions
- Knowledge and familiarity with prospect research and business development techniques
- A sound working knowledge of the sponsorship/partnership/events marketplace including but not limited to: competitive intelligence, data analytics/performance metrics, and sponsorship value measurement
- Must be able to work well in a publicly visible, high pressured and deadline-oriented environment
- Effective time management skills with ability to multi-task, problem-solve, establish priorities, and meet deadlines
- Able to work well independently and as a team
- Proficiency in Microsoft programs (Excel, Word, PowerPoint, Outlook)
- Familiarity with Raiser’s Edge or other constituent relationship management software
- Confidentiality, discretion and ethical gathering of information presumed

Compensation

- Salary commensurate with experience
- BOPA offers a robust benefits package including medical, vision, dental, life, 403b with employer match, Summer Fridays and monthly transportation subsidy or parking

The Baltimore Office of Promotion & The Arts, Inc. is an Equal Opportunity Employer. We strive to mirror the rich diversity of Baltimore City in our staffing and programming while emphasizing cultural equity. Cultural equity embodies the values, policies, and practices that ensure that all people—including but not limited to those who have been historically underrepresented based on race/ethnicity, age, ability, sexual orientation, gender, socioeconomic status, geography, citizenship status, or religion—are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions