



## **Sponsorship Contractor - Now Accepting Proposals**

### **Overview**

The Women's Mountain Bike Association of Colorado Springs is a 501c3 non-profit organization that builds and empowers a community of women through group mountain bike rides.

Structure: Founded in 2011, WMBA is run by a volunteer board of directors, which can include up to seven women who each serve two-year terms with one option to renew for an additional two-year term.

Activities: WMBA has grown to include more than 450 members each year. We have more than 50 volunteer ride guides who lead our weekly group rides. Each Thursday in the summer we host group rides for up to 150 women of all abilities. Membership is \$50 for the year, and includes a member t-shirt and access to all group-rides. Scholarships are available for those who need financial assistance.

Current Need: As WMBA has grown, the workload on the volunteer board of directors has increased. We need someone who can work with the board to focus on our sponsorship program. The right person will have great communication skills, ability to meet deadlines and excellent organization skills. Our goal is to work together to better serve our current sponsors and to recruit new sponsors.

### **Primary Tasks**

- Oversee regular sponsor communication throughout the year to update sponsors on WMBA activities and let them know of upcoming sponsor activations
- Coordinate with sponsors to solicit, create and post promotional posts on Facebook and Instagram
- Coordinate with sponsors to write blog posts, publish to website, and create small blurbs for monthly newsletters
- Onboard sponsors including gathering sponsor logos in appropriate files to use on kits and website

### **Communication**

- You will have a designated point of contact on the board as your liaison
- You will have access to our sponsor email account in Gmail to send sponsor communications
- You will have access to our social accounts to schedule all content

### **Compensation**

- \$25 per hour
- To be billed monthly for 4-10 hours per month. Overages must be approved in advance.
- You will be a 1099 independent contractor. You must provide proof of business insurance. You must pay your own social security and medicare taxes. No additional benefits are provided.

### **Application Process**

- Applications will be accepted on a rolling basis
- Projected start date is February 1, 2022
- Please send a portfolio of your services and proposal letter to [bod@wmbacos.org](mailto:bod@wmbacos.org)