



## **SPARK BOARD**

### **SPARK Biz Chair/Co-Chair**

SPARK Biz Chairs are primarily responsible for developing Biz goals and strategies, maintaining existing Biz partnerships and targeting potential new business partnership opportunities. Responsibilities also include:

- Managing solicitations to District family business owners, historical donors and new donors.
- Preparing online and printed Biz donation forms.
- Providing updated information to the Marketing Chair to post on the website.
- Working with SPARK staff on business ad submissions, graphic design and ad final approval from businesses.
- Managing thank you acknowledgments for business donors.
- Collaborating with SPARK Marketing Chair to determine content and schedule for business spotlights in the Weeklies and monthly email campaigns.
- Attend monthly Board meetings and provide updates.
- Coordinate with SPARK staff to maintain Biz records in Donor Perfect.

*Responsibilities also include:*

- Being a continuous SPARK advocate and resource for members of the community
- Attend monthly Board meetings and provide updates on Biz opportunities and partnerships
- Supporting the foundation by attending and/or volunteering at various SPARK Board activities, such as Fun Run, Online Auction and Spring Spotlight

**This is a 2-year position.**