**NDJHRD Marketing Director Job Description**

The NDJHRD Marketing Coordinator will be employed by the NDJHRD / NDHSRA Board and will work with the NDHSRA Marketing Director.. Below is a summary of the work task. This position involves but not limited to:

1. **Meetings/ Attendance:** Attend Board meetings and assigned committee meetings via zoom or in person; Attend the State Finals to help and organize the award ceremony; Attend rodeos or special meetings requested by the board;
2. **Secure NDJHRD Sponsors**: Send out Invoices and passes; Collect sponsorship fees; Communicate and work with the NDHSRA Marketing Director when securing sponsors to not overlap;
3. **Promoting & Advertising**: Provide a list of sponsors to be announced at the season rodeos & State Finals along with a Grand Entry Announcer sheet; Update sponsors on website page; Promote the association on social media; Collect and update Sponsor flags and banners;
4. **Reports:** E-mail sponsorship updates, fundraising and tasks complete, Reimbursement requests and Salary request to the HS Marketing Director and appropriate board chairs. Prepare a Marketing Budget to be approved and followed; Provide year-end Marketing financial report to board;
5. **Year-End Award Selection & Ordering:**  Work with the Student Officers on selecting Buckles, 3rd & 4th Prizes, National T-Shirts; Place item orders with approved companies; NDJHRD *Marketing Director will work with the Director and Student Officers to select and order the Champion Saddles, National Jackets and Shirts.*
6. **NDJHRD State Finals:** Prepare Sponsor list for Announcer and Host Town; Set up and organize Awards Ceremony details; Finals Wrap Up -Send out Sponsor Thank You Cards with award pictures; Provide National Award detailed list to State Secretary; Provide year end wrap up report to board;
7. **Relations:** Report and carry out tasks the Board has requested; Work with the State Secretary on keeping the board and membership updated; Work with the Treasurer on collection of sponsorship and payment of invoices; Work with the the NDHSRA Marketing Director on completing tasks in a required time frame;
8. **Fundraising:** Work with HS Marketing Director in joint fundraising projects such as calendars; Organize and promote special fundraising project such as clothing;
9. **NDJHRD Marketing Director Pay Schedule & Requirements:**
* 20% of Sponsorships obtained and paid in full; Salary paid after the State Finals (June 1st)
* Office Supply Reimbursement: postage, paper, envelopes, cards, files; Submit monthly
* Mileage Reimbursement: Board requested in person meetings
* State Finals: Reimbursed mileage and one-night hotel room
* There will be no commission earned on memorial and scholarship monies or monies raised by contestants (raffles, calendars, ect.)
* Computer, Printer and Ink cost is the Marketing Directors responsibility

NDJHRD Marketing Coordinator / Date NDJHRD President / Date