**Associate, OOBS Conference – Business, Law, In-Kind**

**Your Role as Manager, Business Relations:**
- Communicate sponsorship opportunities with existing partners;
- Act as the liaison between the Organization and our Business Partners to ensure that the needs of both parties are met;
- Coordinate between the Organizations and its partners with regards to event logistics;
- Assist with the development and implementation of the upcoming “Partner Portal”;  
- Represent Out On Bay Street at events regularly throughout the year to garner support for the organization;
- Ensure that the Strategic Relations team keeps up-to-date and accurate records of confirmed sponsorship and related documents
- Takes initiative in building sponsor relationships in formal (events, meetings) and informal (coffee/dinners) settings.
- Maintaining and growing over 20 business sponsor accounts from 2015.

**Examples of Deliverables:**
- Email and follow-up sponsor diversity contacts to ensure they understand our sponsorship package
- Meet in-person or phone calls or presentations, as needed
- Attend Out On Bay Street socials and other private events to maintain relationship with sponsors
- Attention to new sponsors or growth opportunities as they come up

**Commitment:**
- Approximately 10 hours per week
- Mandatory attendance at monthly and quarterly management meetings
- Attendance at Strategic Relations team meetings
- Participation in Out On Bay Street events and initiatives

**Works Closely With:**
- VP, Strategic Relations
- Manager, Law Relations
- Manager, Technology Relations

**Reports To:**
- VP, Strategic Relations

**Term: January 2017 – December 2017**

**Positions Available: 4**

[NOTE: Preference for this role will be given to students currently enrolled in a post-secondary program.]