Sponsorship Operations Lead

Your Role as Sponsorship Operations Lead:
- Act as team lead for Strategic Relations within the Organization;
- Be passionate about expanding our sponsorship base, particularly within the marketing, CPG and technology sectors which are a strategic priority;
- Track goals, objectives, and key milestones for your group’s activities for the entire year;
- Arrange regular working meetings with your group;
- Ensure you flag sponsorship risks in a timely fashion so the team can respond quickly to mitigate;
- Actively seek improvements and efficiencies to processes;
- Represent the organization at events regularly throughout the year to garner support for the organization;
- Ensure that the Strategic Relations team keeps up-to-date to with the initiatives across the organization;
- Manage communications to all our sponsors about our initiatives;
- Coordinate the collection of sponsor information, RSVPs and other logistical information for various initiatives;
- Be continuously in-touch with conference chairs, regional events and Leaders To Be Proud Of team to ensure you have up-to-date understanding of their direction and sponsorship needs; then matching them with an appropriate sponsor;
- Takes initiative in building sponsor relationships in formal (events, meetings) and informal (coffee/dinners) settings.

Examples of Deliverables:
- Discover a new conference initiative from a meeting with a conference chair and figuring out the sponsor that would likely fund that initiative;
- Ensure that retention of past sponsors is going as planned, if not mitigate it by understanding the issue and finding a solution;
- Conference requirements packages, collecting and reconciling information to ensure sponsors have everything they need when they arrive;
- Maintaining the contact list for personalized invites to sponsors.

Commitment:
- Approximately 10-15 hours per week;
- Mandatory attendance at monthly & quarterly management meetings;
- Attendance at Strategic Relations team meetings;
- Participation in Out On Bay Street events and initiatives.

Works Closely With:
- President;
- Executive Vice President;
- Whole Sponsorship Team.

Reports To:
- Executive Vice President.

Direct Reports:


Positions Available: 1.