OOBS Conference/VOC Sponsorship Lead

Your Role as Sponsorship Operations Lead:
- Act as team lead for Strategic Relations for a specific conference;
- Develop a sponsorship strategy collaboratively with the President, Vice President, VP Sponsorship and Conference Chairs
  - Actively nurture newly joined sponsors and maintain our current sponsors
- 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 conference at events regularly throughout the year to garner support for the conference;
- Coordinate the collection of sponsor information, RSVPs and other logistical information for the conference
- 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.

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
- (VOC) Ensuring our founding sponsors get what they expected and sourcing new sponsors and participants
- 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:
- VP Sponsorship

Direct Reports:
- Out On Bay Street Conference Sponsorship Associates (OOBS Conference Lead only)

Term: January 2017 – December 2017

Positions Available: 2