

## **Relationship Manager, Law Conference**

As a Relationship Manager, Law Conference you are responsible for relationship management of the newly launched law conference. This will involve working to maintain legacy client relationship, finding ways to upsell sponsors on mutually beneficial sponsorship opportunities, and working to bring in new sponsors into the organizations.

### **Core Responsibilities**

- Meeting with sponsor representatives to talk about the conference and the different sponsorship opportunities available.
- Working with the Vice President Sponsorship and the Manager, Law Conference Sponsorship to develop a list of potential companies to pursue as new prospects to expand our sponsorship base.
- In collaboration with the Manager, Sponsors Operations prepare all the logistics needed to ensure sponsors achieve maximum value from their sponsorship.

### **Commitment**

- ~10-15 hours per week,
- Mandatory attendance at quarterly management meetings
- Mandatory attendance at Start Proud events and initiatives throughout the year.
- Frequent attendance at cross-functional team meetings

### **Reports to**

- Manager, Law Conference Sponsorship