

Manager, Sponsorship Operations

As Manager, Sponsorship Operations you are responsible for assisting the Vice President, Sponsorship and the Relationship Managers with logistical issues needed to execute on our sponsorship agreements as major events approach.

Core Responsibilities

- During major events such as the Out On Bay Street and Venture Out conferences you will assist with the logistical details needed to ensure sponsor representatives have everything they need to attend and benefit from their sponsorship with Start Proud.
- Create mailing lists to inform corporate sponsors of events and initiatives that are happening with Start Proud.
- Assist the Vice President and Relationship Managers in updating our CRM with sponsor information to ensure that relationships are institutionalized within Start Proud.
- Serve as the lead relationship manager for a group of core community partners in the non-profit LGBTQ+ space.

Commitment

- ~10-15 hours per week, peaking near key events.
- 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

- Vice President, Sponsorship