

## **Committee: Finance**

**Reports to: CFO and Event Manager**

### **Job Description: Sponsorship coordinator (2- 3 people)**

To secure sponsorship for this International event and ensure the sponsors get all that was promised to them in their package

#### **Roles and Responsibilities:**

- Facilitates contact with sponsors and marketing the benefits of the event
- Ensures sponsors receive recognition on t-shirts, programs, etc. wherever it was promised.
- Maintains records and contacts of sponsors for future
- Maintains records of past letters requesting sponsorship packages as examples
- Ensures a safe, clean and friendly environment
- Provides a good impression and enthusiastically answers any questions or redirects to event manager or CFO
- Understand and complies with the Canada International Dance Convention volunteer regulations and code of ethics
- Ensures the sponsor is happy during the event

#### **Skills Required:**

- Previous grant writing and sponsorship seeking preferred
- The ability to work with little supervision
- Good verbal and written communication skills
- Good Networking Skills
- Bilingualism in any language is an asset-please indicate on application form
- Must be detailed oriented and organized
- Self-starter, able to take initiative and deliver on time
- Able to follow directions
- Demonstrate an ability to connect with people

#### **Commitment:**

- This is 1 to 2-hour commitment a week up to a week before the event.
- During the event, you need to be there to ensure the sponsor feels we gave them what was promised (about 4 hours per day)