

Sponsorship Coordinator

Reporting to: VP of Finance
Employment Type: Student

Department: Finance
Required Commitment: 2-4 hours per week

Position Summary:

The Sponsorship Coordinator is accountable for maintaining effective communication and relationships with YWIL's current partners and sponsors, while actively seeking new sponsorship opportunities. Their primary focus will be to research and engage with potential sponsors, with the aim of creating a robust network of financial support. The coordinator will also brainstorm innovative ways to express gratitude and appreciation to YWIL's partners for their ongoing support.

In addition, the Sponsorship Coordinator will be responsible for identifying donors for events and procuring items for raffles throughout the year. They will also choose and acquire gifts for speakers at events. The Finance team will work closely with the VP of Relations and the Internal Relations Coordinator to stay updated on sponsorship status and donor standing.

Must be available Thursdays at 11 am. Must attend all events and meetings, otherwise communicate to department lead and YWIL president.

Essential Duties and Responsibilities:

- Innovate new strategies to show appreciation to sponsors
- Maintain relationships with Scotiabank Women's Initiative
- Research and seek out new sponsorship opportunities for YWIL
- Seek new relationships by meeting businesses/donors in person
- Send emails to previous and potential new sponsors to establish sponsorships, & maintain these relationships throughout the year
- Assist the VP of finance where necessary
- Attend scheduled department team meetings

Education Requirements:

Must be in second year standing (or higher) as of Fall 2023. Any major and/or specialization can apply.

Experience Requirements:

- Experience with sponsorship coordinating or finance considered an asset
- Previous club involvement considered an asset
- Previous student leadership roles considered an asset
- Current YWIL member considered an asset
- Internship/work in public/external relations, marketing, donor relations, administration or any other business field is considered an asset

Skills & Abilities:

- Strong verbal and written communication skills
- A friendly, good representative of YWIL to members
- Very organized
- Diligent in following through with tasks
- Effective time manager and can manage multiple tasks at once
- Is self-sufficient/does not need to be reminded to complete tasks

Employee Statement of Understanding

I have read and understand the job description for my position. I can perform all the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.

Employee's Signature: _____ Date (mm/dd/yy): _____

President's Signature: _____ Date (mm/dd/yy): _____