



Sponsorship Manager

Position Available: Permanent, Part-Time

Compensation: Competitive salary, based on experience + Commuter Benefit + Group Benefits

Start Date: June 2024 – Start date is flexible and is based on the candidate's availability

Application Closing Date: Sunday, April 28, 2024

At The Forks North Portage, we're all about community. We're a fun, welcoming, hard-working team with a huge focus on innovation and collaboration in our work to give people as many reasons as possible to live, work, and play in the downtown. We are looking for people who want to help build pride in our community while building meaningful partnerships within it.

The Sponsorship Manager will work on our External Relations team, with a primary focus on cultivating relationships and seeking opportunities with potential sponsors. Reporting to the Director of Corporate Communications, the Sponsorship Manager provides guidance and direction in sponsorship strategy development, negotiation, execution and reporting. This person must be excellent at relationship building, have a creative eye for opportunities and be great at illustrating the mutual benefits of a collaborative partnership with our organization.

This role is **part-time, in office**. Hours worked will be Monday-Friday, 9AM-5PM, with flexibility to adjust within that timeframe, in coordination with your Supervisor.

The Sponsorship Manager is someone who has:

- Minimum 6 years of demonstrated sponsorship strategy development and management, showcasing successful acquisitions and activations.
- Strong negotiation, communication, and interpersonal skills crucial for fostering genuine relationships with sponsors.
- Excellent project management abilities and demonstrated execution of sponsorship agreements and activations.
- Proficiency in legal aspects of sponsorship agreements and compliance, adept at identifying and mitigating associated risks.
- Collaborative mindset, capable of working across departments and organizational levels to achieve sponsorship objectives.
- Creativity and a knack for identifying innovative sponsorship opportunities aligned with our organizational goals.

The Sponsorship Manager will support in all of the following areas:

- Developing and executing sponsorship strategy aligned with our organizational goals,
- Identifying and prioritizing sponsorship opportunities in line with our brands and target audiences.
- Foster and manage sponsor relationships, overseeing fulfillment of obligations as primary contact.
- Collaborate cross-functionally to integrate sponsorships seamlessly into broader marketing and business strategies

We look forward to meeting our new Sponsorship Manager! Please email hr@theforks.com with a cover letter and resume to apply. Application deadline is Sunday, April 28th, 2024. Successful applicants will be contacted for an interview by Friday, May 3rd and interviews will be held the following week. We thank all applicants; however, only those selected for further consideration will be contacted.

The Forks is the city's meeting place, open and accessible to all. We want our team to be reflective of the community we are honoured to call home. We are actively seeking a diverse mix of talented people who want to do their best work.

The Forks North Portage as an employer is focused on equality and inclusivity in our hiring practices. We support diversity of race, gender, sexual orientation, physical or mental ability, religion, ethnicity, and nationality. We strongly encourage those who identify as BIPOC and/or 2SLGBTQ+ to apply.