

## Job Description: Partnerships and Sponsorships Officers

**Title:** Partnerships and Sponsorships Officer

**Portfolio:** Partnerships/Sponsorships

**Location:** Greater Toronto Area / Remote

**Terms:** September 2024 - July 2025

**Hours:** Estimated 10-12 hours per month

**Salary:** This is a volunteer position

### **About the Role**

We're looking for two highly motivated Partnerships and Sponsorships Officers to help expand and maximize IABC Toronto's sponsorship/partnerships.

In these roles, you'll work under the guidance of the VP of Partnerships to research and connect with organizations that would make great partners and sponsors for IABC.

This is a great opportunity for new communicators to create a new role, and meet key influencers in the industry.

### **Responsibilities**

- Perform research to identify potential partners that align with the association's goals, and their key influencers and decision makers
- Develop and maintain contact lists
- Contribute to the development of partnerships/sponsorships processes
- Plan, oversee and participate in outreach to attract and secure new partnerships and sponsorships
- Keep internal collaborators informed of projects and progress and identify when extra support is needed

### **Top 5 Reasons to Apply**

1. Get to know important companies and people who could be potential employers
2. Strengthen and hone your research skills
3. This role is a great opportunity to build from scratch and leave your legacy
4. At the end of the term, you will have hard ROI numbers to include in your portfolio
5. Network and collaborate with an incredible team of industry professionals

### **Requirements**

- Must have an active IABC Toronto membership

### **Skills Considered Advantageous**

- Previous experience managing partners or clients
- Previous experience in building and managing media lists or other databases

## **About Us**

IABC Toronto is the world's largest IABC chapter. IABC is recognized as the professional association of choice for communicators and is committed towards establishing and supporting the highest professional standards of quality and innovation in organizational communication.

## **Apply in two easy steps**

1. Fill out our [volunteer application](#) found here
2. Send an email to [toronto-volunteers@iabc.to](mailto:toronto-volunteers@iabc.to) indicating what position you're interested in