

We're Recruiting For...

Sponsor Services Coordinator

Reporting to the Director of Corporate Relations, the coordinator supports activities related to sponsorship proposals, contracts, invoicing of sponsor agreements, along with fulfillment of sponsor benefits. This role will also take the lead on fundraising events.

Duties of the Sponsor Services Coordinator will include, but are not limited to:

- Assist in preparing sponsor proposals, contracts and other sponsorship documents.
- Maintain sponsor database, including tracking status and managing sponsor contracts.
- Conduct prospect research and gather contact information.
- Coordinate hospitality and other benefits for sponsors, members and VIPs, including fulfillment of sponsorship benefits.
- Assist in setting annual donation, sponsorship, and fundraising targets.
- Attend Networking events where prospective sponsors are present.
- Work with the Director of Corporate Relations, in partnership with other supplementary departments to plan and manage major fundraising events.
- Act as liaison for volunteer groups within the Centre.
- General administrative support, including in the preparation of reports.
- Works as part of the broader Development team covering corporate sponsors, individual donors, fundraising and membership programs.

The ideal Candidate will have:

- Three years of experience in administration at a not for profit organization.
- Experience with donor database management systems.
- Superior communication skills, both written and verbal.
- Strong interpersonal skills with the ability to develop and maintain relationships.
- Excellent organizational skills, be self-directed, and detail and deadline oriented.
- Post-secondary education or equivalent experience. Previous experience working in the Arts or Culture sector.
- Bilingualism (French/English).

How to Apply

By email to the attention of Human Resource Manager at careers@confederationcentre.com, or in hard copy during regular business hours at the Security Desk of the Administration Offices located at **145 Richmond Street** in Charlottetown.

Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from the BIPOC community, persons with disabilities, and other under-represented groups. Where requested, we will provide accommodations to candidates for all aspects of the recruitment and selection process.

Closing Date: 4pm, July 3, 2020