

Sponsorship Manager

Job Description:

As Sponsorship Manager, you will be in charge of planning TEDxUofT's annual event from a financial perspective. This role includes securing, developing, and maintaining relations with both university and corporate sponsors, and working with the Budget Manager to ensure a balanced budget.

Essential Duties and Responsibilities:

- Research and create a list of potential sponsors for TEDxUofT;
- Create tailored packages with precise deliverables for all sponsors;
- Develop and maintain relationships with existing and potential sponsorship clients;
- Meet with university and professional organizations and other groups to organize, promote and discuss TEDxUofT;
- Update the team and the Budget Manager as required;
- Attend and participate in team meetings.

Qualifications:

- Excellent communication skills
- Excellent with numbers
- Excellent attention to detail
- Great time management skills
- Great team worker

How to apply:

Please fill out the **TEDxUofT hiring form** [here](#) and email your cover letter and résumé to applications@tedxuoft.com by **June 30th, 2017**. Indicate the role you are applying for in the subject field.