

Job Title:	Sponsorship Coordinator	Job Class:	Coordinators
Division:	Finance	Department:	
Reports To:	Vice-President of Finance	Term:	N/A
Job Description			
<p>Position Summary & Job Purpose:</p> <p>The Sponsor Relations Coordinator supports the Vice-President of Finance in managing Pride Winnipeg's sponsorship program. This role focuses on securing sponsorships, maintaining strong relationships with partners, and ensuring sponsorship agreements are fulfilled to maximize financial support for the organization.</p> <p><u>Duties & Responsibilities:</u></p> <ul style="list-style-type: none"> • Assist in identifying and securing sponsorships from government agencies, corporate partners, and community organizations. • Support the development of sponsorship proposals, contracts, and related financial documentation. • Ensure sponsorship agreements are executed as promised, tracking deliverables and fulfillment. • Maintain positive relationships with sponsors, addressing inquiries and ensuring partner satisfaction. • Assist in preparing sponsorship reports and sponsorship packages for potential and existing sponsors. • Work with internal teams to ensure sponsorship obligations are integrated into events and initiatives. • Support sponsorship renewals and long-term engagement strategies. • Provide regular updates to the VP of Finance on sponsorship revenue, projections, and contract statuses. • Assist with financial planning related to sponsorship revenue and budgeting. • Ensure all sponsorship-related financial records are accurately maintained. <p><u>Skills/Qualifications:</u></p> <ul style="list-style-type: none"> • Experience in securing funding through sponsorships, donations, or grants. • Strong writing, presentation, and communication skills. • Excellent attention to detail and ability to manage multiple projects under deadlines. • Self-motivated and able to take initiative with minimal supervision. • Experience in financial tracking and budgeting related to sponsorships is an asset. • Strong organizational and relationship-building skills. 			
Last Updated On:	02-07-2025	Updated By:	Brittney Frias