



## JOB OPPORTUNITY

January 16<sup>th</sup>, 2012

TIFF, a vibrant not-for-profit arts organization, is accepting applications for the full-time position of:

### **SPONSORSHIP COORDINATOR**

This will be an exciting year for TIFF as we present unique programming in our new home and the world's premiere centre for film, TIFF Bell Lightbox. We are seeking a highly motivated individual who wants to be part of a new era in Toronto's cultural history.

The Sponsorship Team is responsible for developing and growing corporate partnerships to generate revenue opportunities for TIFF, including TIFF Bell Lightbox and Toronto International Film Festival. This position, reporting to Senior Manager, Sponsorship, is one of eight account holder positions and is responsible for all realms of sponsor servicing at TIFF, including maintaining a portfolio of accounts.

This position is suited for an individual with some knowledge and a desire to learn more about sponsorship, promotion and marketing practices. We are looking for candidates who possess a strong customer service orientation, attention to detail and a willingness to learn quickly and be part of a busy team. Many of the accounts this position will oversee are film equipment suppliers so an interest in this area is an asset but not a requirement.

#### **Responsibilities:**

- Support and provide exceptional service to existing corporate sponsors;
- Participate in department's business development efforts, including researching, sourcing and pitching new prospects;
- Oversee and support the execution of sponsor benefits and activation programmes;
- Work with support teams to ensure deliverables are met against agreements;
- Track, report and contribute to expense/revenue budget management;
- Create contracts and invoices for assigned accounts and support accounts in a timely manner;
- Develop and format sales materials;
- Main point of contact for TIFF technical department for all film equipment sponsors
- Supervise volunteers on various tasks as required;
- Assist with departmental fulfillment tasks
- Some evening and weekend hours during peak event periods required

#### **Confidentiality:**

- In all matters relating to sponsorship, the Sponsorship Coordinator will ensure that all information is handled in an ethical and confidential manner.



**Start Date: February 20<sup>th</sup>, 2012**

**Minimum Requirements:**

- Minimum 1 year of sponsorship or relevant partnership sales experience
- Related post-secondary education
- Strong organizational skills and a keen eye for detail.
- Excellent relationship building and interpersonal skills.
- Self-motivated; works independently and collaboratively as part of a team
- Ability to work under pressure and meet deadlines.
- Experience working with or for a not-for-profit organization is an asset
- Strong computer skills (Windows, Microsoft Office Suite in particular PowerPoint and Excel)
- Excellent written and verbal communication skills and a polished manner
- Adaptable to a flexible work schedule including some evenings and weekends

Please submit cover letter, resumé and the names and phone numbers of 3 references by 5pm on **Monday, January 23rd BY EMAIL ONLY** to the attention of **Hiring Committee: SPONSORSHIP COORDINATOR**

TIFF Email: [humanresources@tiff.net](mailto:humanresources@tiff.net) **\*Please note the position in the subject line\***

***Please note in your cover letter where you saw this job posting.***

We thank everyone who applies for their interest, but only candidates selected for an interview are contacted. **No telephone inquiries please.** All applications are considered confidential.

TIFF is an equal opportunity employer.

TIFF is a charitable, not-for-profit cultural organization whose mission is to transform the way people see the world. Its vision is to lead the world in creative and cultural discovery through the moving image.