



The Sponsorship and Administrative Assistant is a vital member of our Business Development Team. Under the direction of the Business Development Manager this position is responsible for the support of development and implementation of Westerner Park's sponsorship strategy which drives financial growth for the organization. This position will help to execute the sponsorship strategy and priorities, goals and budgets; researches and identifies potential sponsors; cultivates potential sponsors; and communicates with current sponsors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Business Development Manager, the Sponsorship & Administrative Assistant is responsible to:

- Provide administrative assistance and support to the Business Development Manager.
- Assist to develop and maintain established and prospective sponsor contact list ensuring accurate and up-to-date information.
- Provide administrative support to all departmental members
- Engage in continuous research in an effort to identify new and potential sponsors.
- Ensure all sponsors receive appropriate recognition for their sponsorship and contributions.
- Support the growth for existing relationships with groups, companies, and individuals who are existing sponsors or potential sponsors.
- Assist in developing and attaining funding objectives.
- Liaise with previous sponsors to ensure continued support.
- Draft proposals and prepare presentations for potential sponsors.
Review and prepare all documents, reports and other correspondence materials for department.
- Take and transcribe dictation notes and meeting minutes
- Maintain a high level of confidentiality in all interactions
- Research sponsorship strategies and assist with all aspects of fundraising programs.
- Create sponsorship goals and oversee the solicitation of funds to meet these goals.
- Identify new donors and suggest initiatives to secure sponsorship.
- Coordinate publicity methods to ensure the public is aware of fundraising campaigns.
- Work with Westerner Park departments to assess sponsorship needs.
- Produce regular progress reports.
- Develop and maintain effective systems to support the sponsorship functions.
- Liaise with external designers and other Westerner Park staff to produce sponsorship related communications.
- Attend meetings of the Finance and Fundraising Committee and regular planning meetings with the Director, Finance and Resources and / or the Chief Executive and other Westerner Park managers.
- Any other duties as deemed necessary

CORE COMPETENCIES

- Adaptability
- Communication
- Networking and Relationship Building
- Planning and Organizing
- Service Orientation
- Problem Solving
- Accountability



QUALIFICATION REQUIREMENTS

- Post-Secondary Degree/Diploma or equivalent in Business Administration, Marketing or other related area of study.
- Minimum 1-2 years' experience in role related to sponsorship and administration.
- Not-for-profit organizational experience considered to be an asset.
- Able to write and format moderately complex correspondence, including memos, letters, etc.
- Excellent writing skills, including proper spelling, grammar, and punctuation.
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision.
- High level of sound and independent judgment, reasoning, and discretion.
- Professional, responsive, and positive work attitude is essential.
- Resourcefulness and flexibility.
- Exceptional oral and verbal communication skills.
- Strong customer service orientation.
- Demonstrate ability to work as a team player and to facilitate and mobilize support.
- Proficient use of various office based software including Microsoft Office Suite
- Outgoing, inclusive and welcoming in nature.
- Resourceful, motivated and energetic

WORK CONDITIONS

- Travel required.
- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computer and peripherals.
- Busy office setting
- Interacts with public at large

AFFILIATIONS

Westerner Employees Association

TO APPLY

Please email your Cover Letter and Resume, Attention Human Resources with the name of the position you are applying for in the subject line to HR@westernerpark.ca

This job description is not intended to be all inclusive and Personnel may perform other related duties as requested to meet the ongoing needs of the organization.