



Title of Position: Sponsorship Representative
Hiring Manager: Director, Sponsorship
Recruiter: Finance Functions Generalist, Human Resources
Date Posted: March 16, 2011
Send Application to: hr@utchinese.org

UTChinese Magazine is a leading not-for-profit Chinese student organization in Canada. Founded in Summer 2006 and based at the University of Toronto, our Mission is “to build the best platform for students to interact and to express themselves in relation to ideas, arts and culture, as well as to create the best value for their lives, their academic endeavors and their future careers”.

We are searching for enthusiastic, energetic, bold and decisive team players as Sponsorship Representatives. The main objective of this exciting and rewarding role is to seek sponsorship to finance our publications or events. The minimum work load is eight (8) hours per month.

Main Responsibilities

- Work as a team to identify potential sponsorship opportunities
- Approach potential sponsors to establish business partnerships
- Maintain close relationships with UTChinese’s current sponsors
- Document work progress on a timely basis
- Collect and analyze feedbacks, needs and requirements from sponsors
- Participate in *ad hoc* requests supporting departmental and organizational activities

Requirements

- Innovative self-starter with the ability to work independently and under pressure
- Outstanding communication, interpersonal, time management and organizational skills
- Strong analytical and problem-solving skills
- Positive attitude with the ability to deal with frustration
- Demonstrated ability to manage confidentiality
- Experience in sponsorship or marketing is a strong asset
- Experience in business negotiation is a strong asset
- Creativity is an asset