



ROLE DESCRIPTION

This agreement is designed to create an understanding between Hal-Con and the prospective staff to ensure no miscommunication. This is an unpaid position.

Role:	Sponsorship Coordinator
Reports to:	Sponsorship Manager
Responsibilities include:	<p>Before the convention:</p> <ul style="list-style-type: none"> ● Attend (virtual or physical) monthly meetings with Sponsorship team, quarterly all-staff meetings ● Responsible for working with sponsors, once agreements have been made, to answer their questions and form a relationship with them ● To research sponsorship and grant opportunities ● To participate in writing grants, sponsorship proposals, agreements ● Distribute sponsor perks per the agreements, working with registration manager for any ticket perks ● Prepare sponsor packages for distribution ● Work with web and press team to make sure sponsors are recognized accordingly on the website and in social announcements ● Create a post-event survey to collect feedback ● Work with operations team to coordinate sponsor move-in times <p>During the convention:</p> <ul style="list-style-type: none"> ● Coordinate with sponsors to ensure their setup at the event goes smoothly ● Be available to address any needs for sponsors ● Distribute recognition and thanks (plaques, etc) <p>After the convention:</p> <ul style="list-style-type: none"> ● Follow-up with sponsors to address any issues they may have had ● Reach out to sponsors/partners to re-confirm interest in future involvement ● Participate in report-writing with sponsorship team
Skills required:	<ul style="list-style-type: none"> ● Experience with office software (Word, Excel, web-based email) is required at an intermediate skill level. ● Comfortable working on the phone, making cold calls as needed ● Ability to work independently with minimal supervision ● Excellent communication (written and verbal) ● Attention to detail and outstanding organizational skills
Description last updated:	January 03, 2019



Please email Sponsor@hal-con.com with your interest. Please include information about yourself, your experience, anything relevant to the application. Please limit yourself to 500 words. An interview will follow.

