

ROLE DESCRIPTION

All committee and board members of Hal-Con are volunteers; while there are perks, this is an unpaid position. This role description is designed to create an understanding between Hal-Con and the prospective volunteer staff to ensure no miscommunication.

Role:	Sponsorship Coordinator
Reports to:	Director of Sponsorship
Responsibilities include:	<p>During the year:</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 through sponsorship life-cycle ● Participate in research, writing grants and sponsorship proposals, and agreements ● Prepare and distribute sponsor packages ● Work with web and social media teams to make sure sponsors are recognized accordingly ● Create a post-event survey to collect feedback ● Work with vendor 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 on-site and available to address any needs for sponsors <p>After the convention:</p> <ul style="list-style-type: none"> ● Follow-up with sponsors to address any issues and to thank them ● Participate in report-writing with sponsorship team
Skills and other details:	<ul style="list-style-type: none"> ● Experience with Google Suite (Sheets, Docs, Gmail etc.) is required ● 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 ● Previous experience volunteering with Hal-Con is preferred but not required
Description last updated:	14 April, 2025

If you're interested in applying for this post, please email Sandra.Butler@Hal-Con.com with your interest and qualifications, explaining why you feel you'd be a great person for this position.