

## Kingston Sponsorship Manager

### DESCRIPTION

Reporting to the Regional Director of Kingston, the Kingston Sponsorship Manager is responsible for all sponsorship opportunities for the Kingston region of the Trek for Teens Foundation. The Kingston Sponsorship Manager will seek out opportunities to promote the Trek for Teens Foundation mission through various monetary and in-kind sponsorships. This position requires consistent collaboration with various directors and departments. This is a sponsorship position in the organization that requires attendance at all regional sponsorship team meetings. The ideal candidate will be passionate, hardworking, and interested in sponsorship, corporate relations, and fundraising. The candidate will also have excellent communication skills. Through this position, the candidate will truly be able to help the greater community while gaining hands-on experience.

### RESPONSIBILITIES

- Attend regular meetings
- Responsible for locating sponsorships and contacting corporations on behalf of the Kingston region of the Trek for Teens foundation
- Responsible for contact organizations, businesses, athletic/recreational studies for donations or discounts for various in-kind and monetary sponsorships
- Develop partnerships with local organizations
- Various other logistics involved in the organization, such as attaining food and refreshments for events and tabling for events, and completion of sponsorship applications
- Update the finance manager on any sponsorships obtained

### QUALIFICATIONS

- Passion for sponsorship, corporate relations, and fundraising
- Commitment and go-getter attitude
- Dedication to the cause of youth homelessness
- Prior experience an asset

## APPLY NOW

Send your **resume** and **cover letter** to our Director of Human Resources.

### SUBJECT LINE

Application: {{Position Title}} - Firstname Lastname

**EMAIL [hr@trekforteens.com](mailto:hr@trekforteens.com)**