

## **Director of Partner Relations (1)**

### **Position Overview:**

As the Director of Partner Relations, you will be responsible for reaching out and securing partners that will advance the conference, as well as align closely with TEDxSFU branding and values. You will deliver persuasive pitches, negotiate strategically with potential partners, and maintain strong relationships with existing partners. In this position, you will have the opportunity to develop your interpersonal, communication, and pitching skills.

Your term will run from **April 2018 to January 2019**.

**NOTE:** This is a volunteer-based position with a time commitment of roughly 8-10 hours/week\*

\*Hours subject to change depending on demands for the week.

### **Responsibilities:**

- Reach out to potential partners with a persistent and optimistic attitude
- Build and maintain relationships with potential and secured partners over the course of the term
- Create a comprehensive Sponsorship Package, demonstrating partnership tiers and corresponding benefits
- Develop contracts for partners in order to ensure clarity of and adherence to established agreements
- Adhere to and represent the TEDxSFU brand in a professional manner, both online and in-person
- Manage a team of 2-3 coordinators and host weekly meetings to encourage generation of ideas

### **Qualifications:**

- Passion for building the TEDxSFU brand through collaborations with the community
- Professional, confident, persuasive, and persistent (within reason) when interacting with our partners
- Strong written and verbal interpersonal and communication skills
- Have an exceptional understanding of the value proposition of TEDxSFU and its guidelines towards creating long-lasting partnerships
- Strong time management skills with the ability to multitask and prioritize
- *Previous team management skills is an asset*

**TO APPLY:** Please send your resume and other relevant documents to the incoming Project Leads at [projectlead@tedxsfu.com](mailto:projectlead@tedxsfu.com).

**Deadline to apply: Sunday, March 18 at 11:59pm.**