

JUST AS BOLD HERE FOR GOLD

POSITION: 2012 Games Sponsorship and Fundraising Manager



25 Sir Winston Churchill Ave
St. Albert, AB. T8N 2S7

The 2012 Special Olympics Canada Winter Games are a multi-sport national event for athletes with an intellectual disability. The Games will take place in St. Albert, Alberta from February 28 – March 3, 2012 and include over 975 athletes, coaches and mission staff from across Canada. There will be competition in seven official Special Olympics sports: alpine skiing, cross country skiing, curling, figure skating, floor hockey, snowshoeing, and speed skating. These National Games are the qualifying event for athletes to become members of Team Canada attending the 2013 Special Olympics World Winter Games in Pyeongchang, Korea.

The 2012 Special Olympics Canada Winter Games are organized and executed within a collaborative environment between three major key stakeholders: Special Olympics Canada (SOC); the local Games Organizing Committee (GOC) in St Albert; and the host Special Olympics Chapter – Special Olympics Alberta (SOA).

The 2012 Games Organizing Committee, made up of local area volunteers, is currently seeking a high energy Sponsorship and Fundraising Professional to seek and secure sponsorships, donations, cash, value in-kind and gifts in-kind sourced from national, provincial/territorial and local businesses to ensure the financial success of the 2012 Special Olympics Canada Winter Games. The committee has already created supporting sales tools, a qualified prospect list and initiated a few preliminary sponsorship discussions. This role requires the individual to help build upon this existing framework.

RESPONSIBILITIES:

- Drive the overall Sponsorship and Fundraising business for the 2012 National Games
- Identify and procure new sponsorships (both cash and value in-kind) from within the province, and local region to provide financial support to the 2012 Games and work through the sales cycle for sponsorship agreements;
- Develop and prepare presentations for potential sponsors;
- Support the Sponsorship and Fundraising Committee of the 2012 GOC to develop, activate and fulfil sponsorship agreements;
- Provide a high level of customer service and follow-up to sponsors;
- Work closely with Special Olympics Canada and Special Olympics Alberta to ensure sponsor agreements with current national and provincial sponsors are adhered to;
- Communicate and collaborate with other 2012 GOC committees as required;
- Adhere to policies and procedures as established by the 2012 GOC, Special Olympics Alberta and Special Olympics Canada.



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QUALIFICATIONS:

- Proven experience in sales, sponsorship, fundraising, marketing and customer service
- Experience in sponsor relations
- A highly motivated, self-directed and enthusiastic team player
- Excellent skills in verbal and written communication, organization, planning
- Ability to meet deadlines and deliver on terms agreed upon
- Basic skills in Microsoft Office

EMPLOYMENT TERMS:

This is a full-time contract position commencing immediately through to December 2011, with the possibility of extension.

Compensation: Competitive salary based on experience.

Reporting: The Sponsorship and Fundraising Manager will report to the Executive Committee of 2012 GOC.

Administration: The Sponsorship and Fundraising Manager will be supported by the 2012 Games office staff, volunteer committee members, Special Olympics Canada and Special Olympics Alberta.

Abide by commitment to The Canadian Centre for Philanthropy's Ethical Fundraising Code and the Code of Ethical Principles and Standards for the Association of Fundraising Professionals.

Please submit a covering letter, resume and list of references to gm@stalbert2012.ca or in person at 25 Sir Winston Churchill Ave. St. Albert, AB.

Applications will be reviewed upon receipt.

The competition will remain open until a suitable candidate is found. Only those applicants selected for an interview will be notified.

No phone calls please.