

**Canadian Quilters' Association/
Association canadienne de la courtepointe**

JOB POSTING

CQA/ACC SPONSORSHIP COORDINATOR

The Canadian Quilters Association/Association canadienne de la courtepointe (CQA/ACC) is a national non-profit organization with a mission to promote and celebrate quilting and Canadian quilters by preserving the traditions of those who have come before us while looking to new and creative ways to enhance quilting for the present and future. CQA/ACC is seeking a contractor to identify, cultivate, solicit, and steward individual, corporate and guild sponsorship prospects to become sponsors for CQA/ACC's National Juried Show (NJS) awards, other conference events and for the Association.

SCOPE

The Sponsorship Coordinator shall perform all duties required to organize and execute a sponsorship program including, but not limited to:

- Collaborate with CQA/ACC's Executive Director and Board to create and implement an annual plan/strategy to increase sponsorships for CQA/ACC's NJS and other conference events.
- Identify and solicit individual, corporate and foundation sponsor prospects
- Maintain contact and relationships with sponsor prospects
- Renew current major sponsorships and encourage upgrading sponsorship levels when possible.
- Assemble sponsorship materials, including letters, proposals, budgets, and presentations
- Ensure prompt acknowledgement of sponsorships received
- Maintain calendar and meet deadlines for NJS sponsorships
- Set priorities to keep multiple projects moving in a timely manner
- Ensure that sponsors receive full benefits of sponsorship, such as logo placement and promotion via CQA/ACC's networks

- Provide updates on activity including verbal and written reports of sponsorship research sponsorship inquiry and outcomes to the Executive Director.

SKILLS and EXPERIENCE

- Demonstrated sponsorship and fundraising skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Demonstrated oral and written communication skills
- Demonstrated excellent interpersonal skills, including experience working with members of the business community
- Demonstrated negotiating skills
- Demonstrated ability to conduct thorough research and an attention to detail
- Demonstrated leadership skills and ability to work as part of a team
- Knowledge and passion for the quilting and sewing industry an asset

To perform this role successfully, an individual:

- Must be self-motivated, engaging, innovative, and positive
- Must be well organized, logical, efficient, and be able to multi-task.
- Must have effective time management skills and be able to work within established timelines.
- Must be able to work independently, as well as collaborate with the CQA/ACC's Executive Director and Board members

TERMS:

- One-year contract with annual review and renewal with the agreement from both the Contractor and CQA/ACC.
- The contract work is estimated at an average 5 to 10 hours per week.
- Work from home, with availability to attend the annual CQA/ACC conference and quilting and sewing industry trade shows
- Compensation is negotiable.

Deadline for submissions: March 15, 2020

Please submit a cover letter and resume to the CQA/ACC Executive Director, Carole McCarville at executivedirector@canadianquilteradministration.com