

### **Director, Partnerships & Sponsorship - Job Description**

**Responsible for:** Partnerships and Sponsorships on behalf of WiN Canada

**Term:** Two (2) year term, eligible for up to two (2) additional terms, maximum of six (6) years.

#### **Eligibility:**

1. WiN Canada member in good standing.
2. Previous service on a WiN Canada Committee, or in a WiN Canada Chapter considered an asset.
3. Knowledgeable of the activities/affairs of WiN Canada
4. Willingness to give the time, energy, talents and enthusiasm required of the position
5. Good organizational and communication skills
6. Experience in Stakeholder Management
7. Experience in sponsorship & fundraising for not-for-profit-organizations.

#### **General Responsibilities:**

1. Serve as voting member of Board of Directors.
2. Submit written Board reports, in advance, for Board meetings; request agenda time if required. Board reports to include progress on the annual commitments and current status on projects.
3. Ensure fiscal responsibility of the committee to which position is assigned.
4. Submit budget needs for the following fiscal year to the Treasurer.
5. Act as a coach, advisor and counsellor to the committee volunteers.
6. Cultivate and motivate leadership/leaders within your committee and identify successors within the first year.
7. Complete transition plan and conduct transition meeting with successor.
8. Perform other duties that may be delegated by the President and/or Board of Directors.

#### **Specific Responsibilities:**

1. Work with the Win Canada BOD to develop, implement and assess strategic goals and objectives that support the Associations mandate, vision and mission.
2. Work with the Executive Director to manage sponsorship package and requests on behalf of WiN Canada.
3. Support the Director of Events and Treasurer in ensuring sponsorships and funding enable financial stability for WIN Canada under NFP laws.
4. Review/maintain/update the sponsorship package for WiN Canada.
5. Provide oversight on the commitments included within established partnership agreements.
6. Identify new opportunities for partnerships between WiN Canada and other organizations/entities.
7. Work with the Executive Director and the Treasurer to ensure sponsorships are invoiced and received according to procedures.
8. Additional duties as assigned by the Board of Directors as related to this portfolio of work.

#### **Attendance and Time Commitment:**

1. Mandatory attendance at Board of Directors meetings
2. Attendance at in person meeting at the annual CNA Conference.
3. Attendance at the WiN Canada Annual Conference and Annual General Assembly (mandatory).



4. Attendance at official WiN Canada activities and functions, whenever possible.

***Estimated time per month: 10-15 hours/month***