Corporate Sponsorships Associate

About the job

Sponsors are important festival partners. Under the guidance of the Executive Director, the Corporate Sponsorships Associate would seek out potential partners for the book festival. Position offers significant responsibility at the festival and potential for bonuses (commission) on larger sponsorships. While we encourage applicants with experience in developing sponsorships and other partnerships to apply, we also welcome newbies, who will be mentored by the Executive Director. To apply, please email a **cover letter, resume, and list of references** to Sabrina Werts at sabrina@baybookfest.org by midnight on **January 20th, 2017. We encourage earlier submission of interest as job is available to start as of January 3rd, 2017.**

Job duties

- Researches potential sponsors
- Develops strategies to be discussed with Executive Director
- Writes materials, and carries out pitches by email, phone, or personal engagement
- Approach corporate sponsors for advertising with the *SF Chronicle*
- Helps set up sponsors' activations at the festival, and otherwise fulfills sponsors' needs
- Twice-weekly touch-base with Executive Director
- Attend semi-weekly staff meetings

Job qualifications

- Sales mindset
- Superb writing skills
- Creative, strategic thinking
- Excellent interpersonal skills
- Initiative and enterprise
- Ability to manage oneself to complete tasks after direction is given
- Attend bi-weekly leadership meetings in Berkeley, CA (Tuesdays 10:30 am - 12:30 pm)

Other information

- Duration: January/February 2017 - May 1, 2017
- Hours: Minimum 6 hours per week, plus bi-weekly leadership meetings
- Compensation: DOE