



Job Title: Sponsor Coordinator

Location: Brevard Renaissance Fair, Brevard County, FL

Job Type: Part-Time/Seasonal

Reports to: Event Director

Job Summary:

The Sponsor Coordinator will play a key role in managing and nurturing relationships with sponsors of the Brevard Renaissance Fair. This position is responsible for identifying potential sponsors, securing sponsorship agreements, ensuring sponsor satisfaction, and managing sponsor benefits throughout the event. The ideal candidate will be detail-oriented, proactive, and possess excellent communication and organizational skills.

Key Responsibilities:

- **Sponsorship Acquisition:**
 - Identify and research potential sponsors that align with the goals and values of the Brevard Renaissance Fair.
 - Develop customized sponsorship proposals and presentations.
 - Initiate and maintain contact with prospective sponsors through calls, emails, and in-person meetings.
 - Secure sponsorship agreements, ensuring all contractual obligations are clear and fulfilled.
- **Sponsor Relationship Management:**
 - Serve as the main point of contact for all sponsors, addressing any questions or concerns in a timely manner.
 - Coordinate sponsor benefits, such as branding opportunities, on-site activation, promotional material, and hospitality.
 - Ensure sponsors receive maximum visibility and value from their sponsorship through effective communication and planning.
- **Event Support:**

- Work closely with the marketing and event production teams to integrate sponsor messaging and branding into event materials.
- Ensure sponsor signage and promotional items are appropriately displayed during the event.
- Provide sponsors with event metrics, post-event reports, and feedback on their sponsorship's impact.
- **Administrative Duties:**
 - Manage sponsorship contracts, invoicing, and payment follow-ups.
 - Maintain a detailed database of sponsors and potential leads.
 - Prepare and present regular sponsorship status reports to the Event Director.

Qualifications:

- Previous experience in event sponsorship coordination, fundraising, or sales is preferred.
- Strong organizational and time management skills, with the ability to handle multiple tasks and deadlines.
- Excellent verbal and written communication skills.
- Ability to build and maintain strong relationships with sponsors, partners, and vendors.
- Proficiency in Google Office Products.
- Familiarity with the Brevard Renaissance Fair or similar events is a plus.
- Ability to work flexible hours, including weekends and evenings, during the event.

Personal Attributes:

- A passion for events and community engagement.
- Creative problem solver with a positive attitude.
- Strong attention to detail and follow-through.
- Ability to work independently and as part of a team.

Compensation:

Compensation will be commensurate with experience, with opportunities for bonuses based on sponsorship success.

How to Apply:

Interested candidates should submit a resume and cover letter detailing relevant experience to [contact email]. Please include "Sponsor Coordinator Application" in the subject line.