



SPONSORSHIP MANAGER

TERMS OF EMPLOYMENT

Now to June 30, 2024, Part-time (24 hrs/week)

Option to extend

Non-exempt, temporary, eligible for overtime

Benefits - health, vision, dental after 60 days

*** This position may be required to work extended hours, including some evenings and weekends to meet key deadlines.

PAY

\$45-\$50 per hour (DOE)

JOB DESCRIPTION

The Sponsorship Manager is a part-time, seasonal position to develop and secure sponsorships, engage new sponsors, and maintain relationships with current sponsors, for the 20th annual International Queer Women of Color Film Festival, presented June 14-16, 2024. This position strengthens QWOCMAP's sustainability, and increases the impact of our work. This position requires a detail oriented, exceptional team player with a high degree of professionalism, a strong work ethic, and excellent relationship-building skills. The Sponsorship Manager reports to the Executive Director and the Managing Director, and works with the Board of Directors to identify sponsorship opportunities.

DUTIES

- Engage potential sponsors that align with QWOCMAP's mission and values
- Manage relationships with current sponsors with an emphasis on their philanthropic goals, engagement, and impact of their contributions
- Coordinate development of, and create compelling sponsorship packages and pitch decks outlining the unique sponsorship benefits and opportunities
- Plan and implement direct asks of sponsors
- Coordinate timely recognition in promotional collateral and media platforms
- Ensure timely entry, tracking, acknowledgement, and receipts for contributions

- Ensure quality, integrity, and security of CRM database with ongoing updates of sponsor information, creating reports, statistics, and mailing lists as necessary
- Apply practices that ensure that sponsorship activities meet social justice values, ethical guidelines for the field, and policies for confidentiality, data safety, and legal compliance

DESIRED QUALIFICATIONS

- 3 years paid employment preferred experience with sponsorship, corporate partnerships, or marketing experience, preferably in the entertainment or film industry.
- Knowledge of the sponsorship landscape
- Demonstrated ability to develop trust and effectively manage successful partnerships
- Excellent written and verbal communication skills
- Resourceful, proactive, and strong mind for project management, and sharp attention to detail
- Ability to prioritize complex work and remain diligent and accountable
- Proficiency with Canva or Adobe to craft compelling pitch decks
- Proficiency with Mac-based applications as well as CRM databases
- Knowledge of LBTQIA+ people of color communities, organizations, arts and culture, and film preferred

VACCINE REQUIREMENT / COVID-19 SAFETY

Proof of COVID-19 vaccination may be required with specific job-site entrance requirements and to meet any current local, state or federal health recommendations or mandates. COVID-19 vaccination status must be provided by the employee upon request.

REMOTE WORK ACCOMMODATION

San Francisco Bay Area preferred. Remote work is possible through May 24. For remote work, employee must maintain a suitable and quiet personal workspace with fast and stable internet access throughout the day. In-person work is required from May 25 through June 30, at our San Francisco based QWOCMAP office, Film Festival venue, and other venues as determined. No travel funds available.

ABOUT QWOCMAP

A small, tight knit team of queer women of color and gender nonconforming people of color, filmmakers and storytellers, artists and activists, dreamers and healers. Our core personal and organizational values of anti-racism, feminism, anti-capitalism, disability justice, and social justice create a transformative work environment and organizational

culture. We are warm and kind, and we care deeply about each other. We value the personal and professional growth and wellbeing of each member of the team. We practice clear and open nonviolent communication. We work closely with each other in a fast-paced, collaborative work environment. We are extremely hard working and consummate professionals with disciplined focus and high standards for performance.

TO APPLY

Please send a resume and a cover letter (in PDF format) to programs@qwocmap.org with "**Sponsorship Manager**" in the subject line. No phone calls please. Position open until filled.