

Partner Relations

Job Description:

On the Partner Relations team, you will be planning TEDxUofT's annual event from a financial perspective. This role includes securing, developing, and maintaining relations with both university and corporate partners, while working to ensure a balanced budget.

Essential Duties and Responsibilities:

- Research and create a list of potential sponsors for TEDxUofT;
- Create tailored packages with precise deliverables for all sponsors;
- Develop and maintain relationships with existing and potential sponsorship clients;
- Meet with university and professional organizations and other groups to organize, promote and discuss TEDxUofT;
- Update Partner Relations subteam as well as whole the rest of the organizing team as required;
- Report to Partnerships Manager;
- Attend and participate in weekly team meetings.

Qualifications:

- Excellent communication skills
- Comfortable/willing to forge new relationships via phone
- Excellent with numbers
- Excellent attention to detail
- Great time management skills
- Great team worker
- Budgeting experience is an asset

How to apply:

Please fill out the **TEDxUofT hiring form** [here](#) and email your cover letter and résumé to applications@tedxuoft.com by **June 16th, 2018 at 11:59 PM**. Indicate the role you are applying for in the subject field.