

Job Title: Sponsorship Manager

As a Sponsorship Manager, you will play a vital role in driving revenue growth by identifying, securing, and managing sponsorship partnerships for CHEvents. This position focuses on building relationships with brands, corporations, and local businesses while creating mutually beneficial sponsorship opportunities across our events and experiences. You will collaborate closely with leadership, marketing, and event operations teams to ensure sponsors receive exceptional value and a seamless partnership experience from initial outreach through event execution.

Key Responsibilities:

- Identify, prospect, and secure new sponsorship opportunities for CHEvents events and activations
- Build and maintain strong relationships with corporate brands, local businesses, vendors, and community partners
- Develop and pitch sponsorship packages tailored to each prospect's marketing goals and objectives
- Negotiate sponsorship agreements and close partnership deals
- Create sponsorship proposals, presentations, agreements, and post-event recap reports
- Manage sponsor fulfillment, ensuring all contracted benefits are delivered accurately and on time
- Coordinate with marketing and event teams to integrate sponsor branding, activations, and promotional opportunities
- Attend networking events, industry functions, trade shows, and community gatherings to generate leads and build relationships
- Track sponsorship pipeline activity, partnership revenue, and performance metrics
- Maintain regular communication with sponsors before, during, and after events to strengthen long-term partnerships
- Support onsite event operations by assisting sponsors, overseeing activations, and ensuring a positive sponsor experience
- Act as a brand ambassador for CHEvents and represent the company professionally within the community

Qualifications:

- Proven experience in sponsorship sales, business development, advertising sales, fundraising, or related fields
- Strong negotiation and relationship-building skills
- Excellent verbal, written, and presentation skills
- Ability to confidently communicate with business owners, executives, and marketing decision-makers
- Self-motivated with the ability to work independently and manage multiple projects simultaneously
- Organized, detail-oriented, and capable of meeting deadlines
- Comfortable networking and building professional relationships in social settings

Bachelor's degree in Business, Marketing, Communications, or related field is preferred but not required.

Employment Type:

Part-time (remote)

Pay:

10% commission starting rate (3-month evaluation with opportunity for increase). Existing network of business contacts, brands, or community connections increases starting rate.

Additional performance bonuses may be available based on sponsorship revenue milestones.

Schedule:

- Zoom meetings as needed
- Flexible work schedule
- Availability required during event weeks and onsite event dates
- 1-2 night outings a week to promote

Ideal Candidate:

This role is perfect for a natural connector who enjoys networking, building relationships, and closing deals. The ideal candidate is outgoing, confident, business-minded, and excited about helping brands connect with highly engaged event audiences through memorable experiences.

Send resume to: CHLvents.Events@gmail.com