



**POSITION:** Sponsor & Development Manager  
**SUPERVISOR:** Arts & Events Production Manager  
**EMPLOYMENT LENGTH:** Seasonal; October 1 – May 31  
**Part time/Full time:** Part Time (up to 30 hours per week)

**DESCRIPTION:**

This position is responsible for managing the sponsorship program for the Living Traditions Festival:

**RESPONSIBILITIES:**

- **Develop and Manage Sponsorship & Individual Giving**
  - Design, implement, and manage sponsorship plan focused on growing sponsorships for the Living Traditions Festival.
  - Oversee identification of prospects, and cultivation and solicitation strategies, and closing of deals.
  - Identify and leverage SLCAC offerings and assets.
  - Work across the organization to conceptualize and develop packages for sponsorship, and execute revenue generating opportunities to drive incremental revenue for the organization.
  - Work with Executive Director to coordinate development activities for all of SLCAC.
  - Using a consultative selling approach, work with prospects to gain a clear understanding of their needs, and develop customized sponsorship and proposal packages to win their business and acquire new sponsorship revenues.
  - Maintain accurate and updated records of all contacts and revenue projection pipeline of opportunities, highlighting all the prospecting, research, and networking.
  - Work collaboratively with program and communications staff to create customized content or presentations as sales collateral for use in sponsorship presentations.
  - Provide timely responses to new prospects, existing sponsor and partner requests, and work in a consultative manner with sponsors and partners to deepen relationship with SLCAC and create renewal opportunities.
- **Other Duties As Assigned**

**REQUIRED QUALIFICATIONS:**

*Education & Experience*

- 3+ years' experience in managing corporate development and/or individual fundraising programs
- 3+ years' experience supervising staff & contracted vendors
- 3+ year's budget management experience
- Experience working with large scale events preferred

*Knowledge, Skills, and Abilities*

- Proficient in all Microsoft products (Word, Outlook, Excel)
- Excellent communication and interpersonal skills (written & verbal) required
- Professional attitude and demeanor (tact, sensitivity, and diplomacy) is required
- Detail oriented, able to audit work to avoid mistakes, and perform tasks accurately is required
- Ability to think and act quickly under pressure required
- Knowledge in project management and team work required

To apply, please send cover letter and resume to Megan Risbon, [livingtraditions@saltlakearts.org](mailto:livingtraditions@saltlakearts.org). No phone calls please.