



CUC 2019 Sponsorship Manager

The Edmonton Ultimate Players Association is submitting a bid to host the 2019 Canadian Ultimate Championships (CUCs). If the bid is successful, the event will be held in Edmonton, Alberta, from August 11 to 18, 2019. Divisions of competition will include Juniors, Women, Open, Women's Masters and Open Masters.

A successful bid is dependent on recruiting individuals to key positions on the Tournament Organizing Committee. To that end, the CUC Bid Committee is seeking applicants for the role of Sponsorship Manager.

This is an exciting opportunity to build skills and experience in the areas of business development and fundraising.

The Sponsorship Manager will be part of a team of Managers, all of whom will be expected to support each other through the planning and execution of CUC. As part of a unified team, volunteers can expect a positive and collaborative work environment where the time, ideas, and opinions of all contributors are respected.

The Sponsorship Manager will be expected to contribute to the organization of EUPA's 2019 CUC bid proposal. The Sponsorship Manager will be expected to fulfill the following duties and responsibilities if EUPA is selected to host CUCs 2019.

Job Duties and Responsibilities

- Develop a sponsorship program for CUC 2019
- Represent the Edmonton Ultimate community in a positive and professional manner
- Recruit both financial and in-kind sponsors
- Ensure all commitments to sponsors are carried out on time (i.e. meeting print deadlines, ensuring logos are on the website, etc...)
- Coordinate the transportation of any materials offered or produced through sponsorship to the appropriate location at the required time
- Provide sponsors with letter of appreciation within two weeks of event end date
- Regularly communicate the status of sponsorship developments to CUC General Manager
- Work with Finance Manager to document all sponsorship

Time Commitment

Approximately

- 2-4 hours in the month of May 2018 to contribute to the bid proposal
- 3-5 hours per month during the tournament planning stages (Sept. 2018-July 2019)
- 10 hours per week in week preceding tournament
- "on-call" during tournament
- 10 hours in two weeks following the tournament

Qualifications

- Strong written and verbal communication skills in English
- Demonstrated reliability and organizational ability
- A valid driver's license and access to a vehicle
- Experience and/or education in business development or fundraising is an asset
- Experience developing sponsorship programs/packages is an asset
- Familiarity with Edmonton businesses and vendors is an asset
- Familiarity with the sport of Ultimate in Edmonton and knowledge of the ultimate demographic is an asset



Supervision

The Sponsorship Manager will report to the CUC General Manager and EUPA Board of Directors.

Compensation

This is a volunteer position that will be recognized with an honorarium of \$500. Extra compensation may be negotiable based on sponsorship recruitment.

Application deadline is April 20, 2018.

Please submit your cover letter and resume to CUC Bid Committee at cuc@eupa.ca