



CJRU | The Scope at Ryerson
201 - 55 Gould Street
Toronto ON M5B 1E9
416.904.6889

JOB POST: Sponsorship & Community Relations Coordinator

Duties:

- Proactively develop and maintain sponsor relationships.
- Build and maintain good relations with community partners
- Plan and execute fundraising events
- Coordinate with staff for coverage of live events and public service announcements for community partners
- Work with Station Manager and Board to develop and implement policies related to fundraising, sponsorship, and promotion
- Work with the Station Manager and Board to identify grants, community-based partners and other opportunities to grow the station's presence in the community
- Delegate and direct volunteers to implement regular community outreach plans
- Oversee scheduling and execution of sponsorship packages and liaise with clients
- Maintain complete and accurate records
- Work with staff and volunteer team members to execute marketing and promotional campaigns
- Ensure the department meets the station's goals for both sponsorship and community outreach



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Qualifications:

- Post-Secondary education in Communications, Media, Marketing, Public Relations, Voluntary Sector Management or other related fields
- Volunteer or paid experience fundraising in a not-for-profit environment
- Experience working with volunteers
- A creative approach to community building
- Knowledge of non-profit principles and practices
- Comfortable using and creating databases
- A true team player
- Proven ability to set, meet and review goals
- Excellent character references
- A passion for campus/community radio

Contract Terms: Part-time

Start: June 2015

Flexible schedule. Some weekend/evening work.

Base salary+Employee Incentives

How to Apply:

Please send resume, a letter of recommendation and cover letter to jacky@cjru.ca. Only those candidates selected for interviews will be contacted.