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YoungWomenInLaw.com

## DIRECTOR OF SPONSORSHIP

### Overview

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Young Women in Law (YWL) is a not-for-profit organization that aims to provide young women lawyers in their early stages of practice with a platform and the tools to connect with other lawyers, enhance their skills and give back to their community. YWL also provides support to young women lawyers as they navigate the early stages of their career, seek to make career transitions and strive to balance work with their personal life.

The Board of Directors is a team of women lawyers who direct the organization. Each Director fulfills a specific role and manages the responsibilities associated with her portfolio. The Directors work together to put on exciting events and other activities to further YWL's mission statement.

### General Information

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- The term of office is two (2) years.
- Board members must be YWL members in good standing.
- Board members are required to attend monthly meetings. Board meetings are held on the second Tuesday of each month.
- Board members are also expected to attend quarterly meetings with YWL's Advisory Board.
- Board members are strongly encouraged to attend YWL's events.

### The Role

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YWL has two (2) Directors of Sponsorship. In this role, you will be working closely with the Events team and external sponsors to make sure every event is a success. In addition, the Directors of Sponsorship liaises with other associations and organizations to identify partnership opportunities. In particular, your duties will include:

- Leading the creation of a sponsorship strategy geared toward retaining recurring sponsors, identifying prospective sponsors and securing both recurrent and prospective sponsors for YWL events and YWL in general. In addition, the strategy



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should include areas of opportunity to partner up with other associations in the industry.

- Working closely with the Treasurer and the Directors of Events to develop, monitor and maintain event budgets.
- Communicating/liasing with potential and existing sponsors/event co-hosts and securing sponsorship funds.
- Finding creative opportunities to introduce customized sponsorship proposals and initiatives.
- Obtaining feedback from sponsors to better address their needs and objectives and to identify new sponsorship opportunities for YWL.
- Attending YWL Board of Directors meetings, Advisory Board meetings and acting as an engaged member of the Board.
- Together with the Directors of Events, recruiting volunteers for the YWL Events and Sponsorship Committee ("Committee") and managing the Committee members.
- Coordinating a team effort towards meeting the organisation's charitable and programming objectives.
- Promoting YWL to your network of associates, colleagues and friends.

## Requirements

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As well as supporting the objectives and purposes of YWL, to be considered for this position you must be able to meet the following requirements:

- Keen interest in developing/maintaining relationships with the relevant contact people at potential sponsor organizations (i.e. firms, businesses, other women's organizations).
- Excellent communication skills, both oral and written.
- Proven track record of effectively partnering with team members and external organizations.
- Demonstrated leadership skills.



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Additionally, the following attributes/experiences are appreciated (but not required):

- Experience in sponsorship, fundraising, budgeting or marketing.
- Experience developing, monitoring and maintaining budgets.
- Demonstrated talent in creating/writing a sponsorship package to attract/secure potential sponsors.
- Relationships with decision-makers at external organizations that may be helpful in securing YWL sponsorship.