

Director of Membership and Sponsorships

Number of Position(s): 1

Portfolio: Membership and Sponsorships

Reports to: Chair

Level: Board

Length: Start: 01/26 – End: 01/28 (2-year commitment)

Hours/Week: Minimum 6–8 hours/week; additional hours may be required leading up to recruitment/events

ABOUT TVZ

The Tamil Venture Zone (TVZ) is a non-profit entrepreneurship incubator program dedicated to fostering a community of emerging entrepreneurs. Our mission is to provide them with the necessary support and networking opportunities to propel their businesses to new heights. The program encompasses a comprehensive 8-week curriculum addressing key challenges, including securing initial sales, personalized mentorship from accomplished business leaders, and a culminating pitch competition open to the public.

MEMBERSHIPS AND SPONSORSHIPS - KEY PORTFOLIO INITIATIVES AND EVENTS

Sponsor Search, Sponsor Relation Management, Membership Relation Management, Membership Card Strategy, Partnership Outreach, Value-Added Services and Programming, Pricing Structure, Marketing Content/Strategy Development, Corporate Relationship Management, Geographic Expansion

ROLE DESCRIPTION

The Director of Memberships and Sponsorships will lead efforts to develop and strengthen relationships with sponsors and members, create membership strategies, and expand TVZ's geographic and corporate reach. This role requires a strategic approach to membership and sponsorship management and a strong commitment to generating value-added programming and engagement.

Key Responsibilities:

- **Governance and Oversight:** Attend board meetings and actively contribute to board initiatives.
- **Sponsorship Development:** Identify and secure sponsorship opportunities through outreach, proposals, and partnerships.
- **Membership Strategy:** Develop and implement strategies to increase membership, engagement, and retention.
- **Corporate Relationship Management:** Build and maintain relationships with corporate sponsors and partners to align with TVZ's objectives while providing direction to portfolio heads..

- **Event Coordination:** Oversee sponsor and member engagement activities, including networking events, recognition initiatives, and strategy workshops.
- **Strategic Execution:** Collaborate with board members to align membership and sponsorship strategies with organizational goals.
- **Marketing Content Development:** Work with relevant teams to create marketing strategies and promotional content tailored for members and sponsors.
- **Partnership Outreach:** Develop and maintain partnerships to support geographic expansion and increased engagement.
- **Team Leadership:** Guide and support team members within the portfolio to achieve key deliverables.
- **Recognition Initiatives:** Create and execute formal and informal programs to recognize sponsors and members.
- **Regular Communication:** Provide updates on progress and challenges to the Chair and/or Board of Directors.
- **Community Building:** Establish professional relationships within the community to strengthen the TVZ network.
- **Representation:** Serve as a positive and professional representative of TVZ.

QUALIFICATIONS

- **Education:** Post-secondary education is required.
- **Communication Skills:** Strong ability to communicate effectively with both internal and external stakeholders.
- **Leadership Experience:** Proven experience managing and leading teams.
- **Organizational Knowledge:** Good understanding of TVZ's mission and mandate.
- **Project Management Skills:** Relevant education or experience in project management is an asset.
- **Sponsorship Expertise:** Experience in sponsorship and/or membership management is a strong asset.
- **Problem-Solving:** Ability to assess situations, identify causes, and generate effective solutions.
- **Initiative:** Self-starter with the ability to think quickly and creatively.
- **Time Management:** Strong organizational and time management skills to handle multiple priorities effectively.
- **Interpersonal Skills:** Excellent relationship-building and collaboration skills.
- **Technology Proficiency:** Skilled in Microsoft Office (Word, Excel, PowerPoint), Google Workspace (Gmail, Google Drive, Docs, Sheets, Slides, Calendar), and internet research.
- **Marketing Expertise:** Familiarity with marketing and promotional strategies is an asset.
- **Flexibility:** Willingness to work flexible hours as needed.