



USA Partnerships Officer - Partnerships Team

The Role

The USA Partnerships Officer works alongside the Canadian Partnerships Officer to manage relationships with current sponsors, procure further sponsorship for Robogals NA, and promote Robogals in the corporate community. This position also plays a large role in planning SINE. This role is specifically responsible for partnership/sponsorship in the United States and reports directly to the Robogals North America REO. The time commitment of this position is estimated to be about 1 - 5 hours per week, for a minimum one-year contract subject to renewal. Applicants can be based anywhere in the United States.

Responsibilities

- Procure and develop the sponsorship process and arrangements through:
 - ◆ Sending sponsorship information to potential sponsors, attending corporate events with engineering bodies to maintain and initiate new contacts, and applying for grants and corporate sponsorship
- Procure funds for and help organize the annual Robogals NA 'Seminar Inducting New Executives' (SINE)
- Maintain regular contact with sponsors
- Mentoring chapter level sponsorship officers
- Work closely with the other regional sponsorship officer
- Work with the marketing officer to create sponsorship documents

Required Skills

- Confidence, enthusiasm, and decorum when communicating with others
- Ability to maintain and develop strong relationships with professionals
- Takes initiative and is self-motivated
- Interest in corporate social responsibility and industry/student engagement
- Strong understanding and passion for Robogals' mission, and an ability to express the aims of the organization with others

Remuneration

- Develop relationships with as many different engineering companies as you can manage – and be their direct link to Robogals
- Attendance at corporate events where links with local organizations have been established

How to Apply

Please send your resume and cover letter to the Robogals North America Regional Executive Officer at kate.fenwick@robogals.org