
Staff Vacancy: Conference Sponsorship Coordinator

Each year, Students for the Exploration and Development of Space (SEDS) Canada hosts a conference to bring students and professionals together for a weekend oriented around space. The Canadian Space Conference takes place in a new Canadian city each year, and speakers of various backgrounds are invited to partake in discussion and share their experiences in the space industry. The conference will take place over a weekend early in early 2025 and a concise schedule will be implemented to transition between speakers, networking events, and more. The Conference Sponsorship Coordinator will be responsible for researching and contacting potential sponsors while maintaining strong relationships with our established sponsors. This position will involve the development of sponsorship packages and benefits for donors to reward them for contributing to our achievements, as well as the creation of documents outlining where contributions went and what impact they had post-event. Our goal is to create a general sponsorship fund, enabling the use of sponsorship money across multiple SEDS-Canada events and projects. The candidate must demonstrate the ability to engage with potential sponsors in a professional manner and should be a self-starter with little need for supervision. Previous experience with fundraising, business development, or marketing is beneficial but not required. The most important attribute of SEDS-Canada employees is their passion for space and willingness to build expertise in their position as it relates to the space industry.

Primary duties:

- Reach out to companies and other potential sponsors to provide economic support for SEDS-Canada activities, events, and competitions
- Conduct prospect research to obtain new sponsors
- Develop a new sponsorship package or slide deck to outline all project & event goals, including benefits we offer to our supporters
- Help develop a donor management system to keep track of sponsors appropriately
- Maintain contact with donors and update them with SEDS events to cultivate strong partnerships

Requirements:

- Time: 3-5 hours/week
- Meet with conference team and meet with sponsorship team
- Background in marketing or business development preferred but not required
- Self-motivated, driven & independent

While fundraising experience is an asset, the most important fulfillment is a willingness to learn in a fast-paced and professional environment. This is an unpaid volunteer position. Apply today by filling out the form at bit.ly/apply2seds, and we'll get back to you to set up an interview.