



**Twin Cities Pride  
Sponsorship Coordinator  
Job Description**

Twin Cities Pride's mission is to empower every LGBTQ+ person to love as their true self. We envision a future where all LGBTQ+ people are valued and celebrated for who they are. Twin Cities Pride offers programming and advocacy to address the current needs of the LGBTQ+ community. Twin Cities Pride's staff and Volunteers are dedicated and energetic individuals who work together to create a welcoming environment to all in our community

**Primary Duties and Responsibility:**

- Identify and engage potential lower-level sponsors and in-kind donations for Twin Cities Pride, to increase visibility and financial support for the organization
- Develop marketing and recap decks for sponsors
- Manage communication with Twin Cities Pride sponsors including updates, activation, summary recaps and appreciation programs to ensure they have a good experience with the organization
- Oversee all sponsor activation across the organization including website, social media, publications, events, and
- Track and implement all TC Pride sponsorship contracts, including high level sponsorships brought on by the Executive Director
- Attend Twin Cities Pride Events
- Other things as assigned

**Required Knowledge and Abilities:**

- 1-3 years of experience in corporate relations, sales, nonprofit development or other relevant work
- Excellent written and oral communication skills
- Ability to exercise initiative, creativity and independence of judgment
- Demonstrated commitment to diversity, equity and inclusion and to the Twin Cities Pride mission

**Preferred Knowledge and Abilities:**

- Outstanding customer service skills
- Experience working with Microsoft Office (Excel and Word)
- Experience working with a CRM system

However, it is also important to note there will be a variety of evening and weekend events outside of regular business hours that this role will need to be present for. The Sponsorship Coordinator works directly with the Director of Logistics, with a dotted line to the sponsors and to the Executive Director.

This is a Full-time salaried position with an annual salary range of between \$50,000 - \$55,000, depending on demonstrable experience. Schedule and location are generally flexible with the understanding that a presence during regular business hours is important.

*This position includes the following benefits: Unlimited PTO, Health Benefits, and some remote work opportunities*

*We recognize the need for a diverse workforce and understand that traditionally underrepresented communities must be centered in the work we do. As a Nonprofit, we are committed to building a blended team that reflects the community we serve. Hence, **we strongly encourage BIPOC, Indigenous and Queer-identified individuals to apply.***

**HOW TO APPLY:**

Email resume (preferably in .pdf form) and cover letter to [andi.otto@tcpride.org](mailto:andi.otto@tcpride.org) with an e-mail subject that reads exactly "Sponsorship Coordinator Application." In lieu of a cover letter you may provide an answer to one of the following questions:

- Based on the job posting, how do you see yourself adding value to this role and the Organization?
- Given your professional and personal goals, why are you interested in working with us right now?

All applications received by 8/30 will be considered.