

Enactus SFU 2017-2018



Media Minds – External Manager

Position Overview:

The Media Minds **External Manager** plays a significant role in creating, developing, and maintaining relationships with partners and external stakeholders. In this role, you will work with Enactus SFU's VP Finance to develop a sponsorship package and seek strategic partnerships that align with Media Minds' core values. Additionally, you will work with the Event Manager to plan and execute Media Minds' annual showcase event. This position will give you hands-on experience with obtaining sponsorship (both monetary and in-kind) from external organizations, while further developing your communication skills.

Your term will run from **June 2017 to May 2018**.

Responsibilities:

- Establish and maintain relationships with stakeholders (sponsors, teachers, students, and guest speakers)
- Work with the Event Manager to gain sponsorship for the year-end screening event
- Seek community grants or awards that could add value to Media Minds
- Attend relevant events external to Media Minds with the purpose of seeking sponsorship or partnership opportunities
- Expand Media Minds' reach by finding new after-school programs or youth engagement services to work with
- Ensure all sponsorship benefits are provided to monetary and in-kind partners
- Manage a database of external stakeholders' contact information
- Attend weekly meetings and contribute ideas that would help to add value to Media Minds in order to attract potential sponsors and partnerships

Qualifications:

- Passionate about making an impact in the community
- Comfortable with creating and maintaining excellent working relationships with stakeholders
- Strong interpersonal and communication skills (written and verbal)
- Works well within a team and consistently meets deadlines
- Experience in a sales or external role is an asset

Please contact the Project Manager, **Jennifer Dao**, at mediaminds@enactussfu.com with any questions.