**SPONSORSHIP & SALES COMMITTEE**

The Grand River Film Festival (GRFF) is an incorporated non-profit entering its 14th season with a mission to celebrate and inspire community through the shared experience of film. Through both an annual festival and year-round events, GRFF hosts local, Canadian, and international films with a programming mandate to explore diverse and unique perspectives and an aim to inspire community engagement. GRFF recognizes the power of film to connect people and works in partnership with organizations across the region to deliver impactful programming that builds relationships and encourages meaningful conversation.

While our work is focused on bringing the community together, we also have a commitment to ensure the health, safety and well-being of our volunteers, guests and community. Our current volunteer positions listed will remain virtual through Zoom, email and phone calls until it is appropriate to hold in-person meetings again.

**POSITION DESCRIPTION:**

Committee members will assist the Director of Sponsorship and Sales to seek out new sponsorship opportunities for GRFF and will also involve interact with existing and past sponsors.

The Duties for this position include, but are not limited to:

* Provide assistance in stewarding and identifying local sponsors and in-kind donations to the film festival.
* Act as a touchpoint for GRFF sponsors in the community.
* Build relationships with businesses and organizations that align with the festival.
* Work with the design and marketing committee to revise the sponsorship deck.
* Maintain consistent use of branding.
* Drafting routine correspondence.
* Reaching out to new and existing sponsors
* Minor administrative duties such as preparing and maintaining a sponsorship database, recording sponsorship money received and tracking and diarizing key deadlines.

**ROLE REQUIREMENTS:**

* Excellent communication and organizational skills.
* The ability to work collaboratively with the committee.
* Willingness to send email inquiries and information seek about potential sponsors.
* Previous experience in the field of sponsorship or fund development.
* Time management.
* An interest in film and in particular, independent films would be assets.

If this sounds interesting to you, please contact volunteer@grff.ca with your resume and a letter of interest expressing why you are interested in the position. Please include details about yourself and your sponsorship or fund development background.

**Note:** This position is eligible for High School Community Involvement Hours.