

****BSides Atlanta Sponsor Coordinator****

****Summary: ****

We are seeking a highly organized Sponsor Coordinator to support BSides Atlanta. The Sponsor Coordinator will play a crucial role in developing and maintaining relationships with sponsors, ensuring their needs and expectations are met. This position requires excellent communication skills and strong project management. The Sponsor Coordinator will be responsible for managing sponsorships from initiation to execution, collaborating with organizers to deliver exceptional value to our sponsors.

****Responsibilities: ****

1. **Sponsorship Development: **

- Identify and pursue potential sponsors that align with the BSides Atlanta goals.
- Develop and present compelling sponsorship proposals to attract and retain sponsors.
- Negotiate terms and agreements with sponsors to ensure mutual satisfaction.

2. **Relationship Management: **

- Cultivate strong relationships with sponsors, serving as the main point of contact.
- Regularly communicate with sponsors to understand their needs and expectations.
- Address sponsor inquiries and concerns promptly and professionally.

3. **Collaboration: **

- Coordinate sponsor-related activities at the BSides Atlanta conference.

4. **Tracking and Reporting: **

- Maintain accurate and up-to-date records of sponsor agreements, commitments, and deliverables.
- Provide regular reports on the status of sponsorships, including benefits fulfillment.

5. **Event Support: **

- Work closely with BSides Atlanta organizers to integrate sponsors into promotional materials, presentations, and activities.
- Ensure sponsors receive maximum visibility and exposure at events.

****Qualifications: ****

2. **Experience: ** Helpful but not required!

- Experience in sponsorship coordination or a related role.
- Familiarity with marketing and event planning.

3. **Skills: **

- Exceptional organizational and project management skills.