

Job Title: Personal Sponsorship Coordinator

Job Summary:

The Personal Sponsorship Coordinator is responsible for managing BSides Atlanta individual sponsors. This role involves engaging with attendees who want to be a personal sponsors of BSides Atlanta.

Key Responsibilities:

1. **Sponsor Relationship Management:**
 - Act as the primary point of contact for individual sponsors, addressing inquiries and providing support.
 - Regularly communicate with individual sponsors to understand their expectations.
2. **Event and Activation Planning:**
 - Work closely with BSides Atlanta organizers to integrate sponsored elements into events.
 - Coordinate the logistics of personal sponsors ensuring smooth execution and a positive experience for sponsors.
3. **Benefits Fulfillment:**
 - Monitor and ensure the fulfillment of sponsorship benefits as outlined by organizers.
 - Provide sponsors with regular updates on the impact of their contributions and the visibility gained through sponsorship.
4. **Budget Management:**
 - Monitor and report on budgetary aspects related to personal sponsorships.

Qualifications:

- Excellent interpersonal and communication skills.
- Ability to work collaboratively with cross-functional teams.
- Familiarity with sponsorship management tools.