



## **Sponsorship Coordinator**

Fergus Agricultural Society

The Fergus Agricultural Society is a non-profit organization that hosts community events including Breakfast on the Farm and the Fergus Fall Fair. Our mission is to promote agriculture, celebrate rural lifestyles, recognize talent and inspire connections.

We are looking for a Sponsorship Coordinator to identify sponsor opportunities, secure sponsorship funding and ensure all sponsor commitments are met.

### Key Responsibilities:

- Present updated sponsorship opportunities to past sponsors to request and secure their continued support
- Identify and approach potential sponsors for monetary and in-kind donations
- Coordinate delivery of all sponsor benefits including signage, admission passes, etc.
- Prepare sponsorship invoices and monitor sponsor income
- Prepare monthly progress reports for board of directors

### Requirements:

- Highly self-motivated individual
- Excellent verbal and written communication skills
- Diploma, degree or work experience in business development or sales

Type: Part-time, 8-month contract from March to October 2025

Location: Remote with occasional in-person meetings

Compensation: \$5,000

To apply, please send your resume to [info@fergusfallfair.ca](mailto:info@fergusfallfair.ca) by March 14, 2025.