

#600 World Trade Centre - 9990 Jasper Avenue Edmonton, Alberta, Canada, T5J 1P7 <プトウトないしました。(Amiskwacîwâskahikan) Treaty 6/Métis Territory

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Partnerships Advisor

For 135 years, the Edmonton Chamber of Commerce has championed growth, innovation, and profitability in Edmonton's business community. Representing members ranging from small businesses to large enterprises across all sectors, we advocate for their interests at all levels of government, fostering a thriving and sustainable business environment. Our strategic partnerships and innovative services empower businesses to succeed and contribute to Edmonton's prosperity. To learn more visit www.edmontonchamber.com/about

Position Summary

The Partnerships Coordinator provides administrative and strategic support to the Vice President, Community Relations and Partnerships. This role focuses on enhancing the organization's sponsorship and partnership efforts, offering critical administrative assistance while fostering opportunities to build relationships with key stakeholders. The ideal candidate is organized, resourceful, and has a keen interest in sponsorship, partnership development, and community engagement.

Position Title Partnerships Advisor

Reports to: Vice President, Community Relations and Partnerships

Hours Full-time role, primarily in-person, at the World Trade Centre

Edmonton.

Salary \$65,000 – \$80,000

Key Responsibilities

Administrative Support (30%)

- Provide administrative support to the VP, including managing schedules, coordinating meetings, and preparing packages and presentations.
- Track sponsorship and partnership leads, contracts, and deliverables using the CRM system.
- Maintain accurate records, including sponsor logos, contracts, and agreements, ensuring timely updates in SharePoint or relevant platforms.
- Organize and manage files, correspondence, and documentation related to sponsorships and partnerships.
- Support financial tracking of sponsorship agreements, including invoicing and payment follow-ups.

Sponsorship and Partnership Development (15%)

 Assist in identifying and researching potential sponsorship and partnership opportunities that align with organizational goals.



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- Working with the Communications Department, prepare sponsorship proposals and presentations tailored to the needs of potential partners.
- Support onboarding for new sponsors, ensuring contractual obligations are clearly communicated and met.

Client and Partnership Support (25%)

- Act as the primary administrative contact for clients and members who contribute financially, ensuring they receive timely and professional support.
- Coordinate with internal teams to address client/member inquiries and ensure their needs are met.
- Assist in the development of customized marketing materials or communications to showcase the impact of sponsorship investments.
- On behalf of the Vice President, provide regular updates and reports to sponsors and members, demonstrating the return on their investment and reinforcing long-term partnerships.

Relationship Building and Community Engagement (10%)

- Attend local business and community events to network and represent the organization, opening doors for sponsorship opportunities.
- Build and maintain relationships with sponsors, partners, and stakeholders to foster longterm engagement.
- Act as the first point of contact for inquiries from potential sponsors and partners, providing timely and professional responses.

Reporting and Insights (10%)

- Track sponsorship and partnership metrics, including engagement and satisfaction, and provide regular updates to the VP.
- Assist in preparing reports that evaluate sponsorship and partnership performance, identifying areas for improvement.
- Provide feedback from sponsors and partners to inform future strategies and initiatives.

Chamber Responsibilities (10%)

- Represent the Edmonton Chamber of Commerce professionally and responsibly in all external settings, including meetings, events, and community interactions.
- Provide on-site social media support for Chamber events, ensuring smooth execution and positive experiences for attendees, members, and stakeholders.
- Be available for occasional after-hours work to support special events, member engagements, or urgent organizational needs.

Qualifications

- Bachelor's degree in Business Administration, Marketing, Communications, or a related field (or equivalent experience).
- Minimum 3-5 years of experience in an administrative or partnerships-focused role, preferably within a nonprofit or business development setting.



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- Strong organizational and time management skills with the ability to handle multiple priorities and deadlines.
- Excellent written and verbal communication skills, with experience drafting proposals and presentations.
- Proficiency with CRM tools, Microsoft Office Suite, and digital collaboration platforms (e.g., SharePoint, Canva, etc.)
- Proven ability to build and maintain relationships with diverse stakeholders.
- Detail-oriented with a proactive and resourceful approach to problem-solving.
- Availability to work occasional evenings for events.
- Valid driver's license and access to reliable transportation.

To apply, please submit a cover letter and resume to abhatnagar@edmontonchamber.com.