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GRAND RECRUITMENT 2015

JOB DESCRIPTION

VIETABROADER STUDY ABROAD CONFERENCE (VASAC)

SPONSOR RELATIONS TEAM

A. FUNCTIONS

Raise funds for VASAC 2015. Work with other sub-teams in the Organizing team of VASAC 2015 to execute benefits for sponsors. Identify and contact potential sponsors. Continuously update the Sponsors database for future reference

B. AVAILABLE POSITIONS

- 6 Assistant Managers

C. TIME OF WORK

- Expected beginning day: 15/05/2015
- Expected ending day: 01/08/2015
- Expected commitment: 4 hours/ day

D. RESPONSIBILITIES

- Meet up with potential Vietnamese corporate sponsors, negotiate and sign contract with Vietnamese corporate sponsors.
- Assist the sponsors, mostly corporate sponsors in all follow-up matters after signing contract like their materials, their benefits and their payment.
- Work with other sub-teams in the Organizing team of VASAC 2015 to ensure the benefits of all sponsors are well-delivered.
- Assist Fundraising manager in other administrative tasks.

E. QUALIFICATIONS (The top qualifications are the most desired ones)

- High level of commitment (no other full time commitment)
- Negotiation skills
- Ability to analyze situations and solve problems quickly
- Experiences in fundraising or dealing with sponsors, especially Vietnamese firms, are preferred
- Attention to detail
- Excellent communication skills in English and Vietnamese (both written and verbal)
- Teamwork

F. RECRUITMENT INFORMATION

- Round 1: Application round. Deadline: **11:59 PM March 29th (EST)**
- Round 2: Interview round for applicants who pass Round 1 only.



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G. CONTACT INFORMATION

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