



Sponsor Liaison

(Development Department)

The Georgia Festival of Trees, a time-honored tradition celebrating the spirit of giving and creativity, is seeking a dedicated and dynamic Sponsor Liaison to join our vibrant team.

This pivotal role focuses on nurturing meaningful relationships with our valued sponsors, ensuring excellent fulfillment of sponsorship agreements, and contributing to the overall success of the festival.

Key Responsibilities:

- **Sponsor Relationship Management:** Develop and maintain strong relationships with key contacts at assigned sponsor businesses.
- **Fulfillment Oversight:** Coordinate with sponsor representative to ensure all benefits and items promised in their sponsorship agreement are fulfilled.
- **Logistics Coordination:** Manage festival logistics that involve any sponsor representatives to ensure smooth operations and positive experiences.
- **Sponsor Agreement Compliance:** Coordinate with festival staff to receive all items from sponsors, enabling successful fulfillment of agreements.
- **Communication Champion:** Assist with crafting and distributing sponsor newsletters, keeping sponsors well-informed and engaged

Qualifications & Skills:

- **Tech-Savvy:** Comfortable with navigating Microsoft Office products (particularly Word), Google Docs, and willing to quickly learn other simple platform-based tasks.
- **Communication:** Exhibits a friendly and professional demeanor both over the phone and in written correspondence.
- **Teamwork:** Ability to work collaboratively within a diverse team to meet the collective goals of the festival.
- **Availability:** Availability and flexibility throughout the year for sponsor engagement and heightened presence during the lead-up to and duration of the festival.
- **Team Player:** Willing to lend a hand with event set-up and tear-down, showing dedication to all aspects of the festival's success.

Application Process:

Interested candidates are encouraged to reach out to us at volunteers@gafestivaloftrees.org to arrange an interview. Join us at the Georgia Festival of Trees and play an essential role in creating a magical holiday celebration for our community!



Festival Schedule:

WEDNESDAY, NOV 20 - FRIDAY, NOV 22:

- SET-UP/DECORATING DAYS

FRIDAY, NOV 22:

- FIRST NIGHT CELEBRATION GALA

SATURDAY, NOV 23 - SUNDAY, DEC 1:

- FESTIVAL OPEN TO THE PUBLIC
- (CLOSED NOV 27-28 FOR THANKSGIVING)

SUNDAY, DEC 1 (EVENING) - MONDAY, DEC 2:

- TEAR DOWN DAY & TREE DELIVERY

The Georgia Festival of Trees is proud to support organizations working to end the trafficking and commercial sexual exploitation of women and children in Georgia.

