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Shanghai Mamas Job Description

SPONSORSHIP DIRECTOR

The Sponsorship Director works to execute Shanghai Mamas activities and represent the organization in the community. The Sponsorship Director also seeks to maintain Shanghai Mamas' sustainability through strategic partnerships providing financial and in-kind support. This person understands how to manage relationships within the organization and with community partners, liaising with colleagues to ensure that the organization is fair, consistent, and following the strategic direction laid out by the Executive Committee.

The role must be available for occasional evening and weekend work, but overall working hours are flexible and most work can be done from home. The general time commitment for the role is 20 volunteer hours per month with expenses reimbursed.

Shanghai Mamas is a diverse community that encourages thriving international families in Shanghai, China. Many parents cite Shanghai Mamas as their key source to find their niche in the city, make lifelong friends, and manage the day-to-day confusion of living and parenting in Shanghai. With over 5,000 members from all over the world, **we rely on committed employees and volunteers to manage the many tasks involved in running a community-based, sustainable organization.**

Online and offline, our members connect daily for peer-to-peer recommendations, advice, and community. On WeChat, we manage neighborhood-specific parent groups, interest-based groups, and activity organizing groups (e.g., spa outings group, Moms Nights Out, and monthly book club). In addition to our signature weekly parent coffee mornings around the city, we host regular events, such as educational talks, holiday parties, charity fundraisers, and family meet-ups. **All of this is only possible because of the dedicated team members who invest their time, energy, and talent into supporting their neighbors!**

Supervisor: Shanghai Mamas Executive Director

Hours per week: Approximately 5-7 flexible time working from home and online

Responsibilities

- Establish or renew sponsor contracts, ensuring terms are fulfilled and financial processes followed
- Negotiate in-kind sponsorships/discounts from venues and vendors and create agreements based on the terms agreed
- Maintain relationships with sponsors to feel close to the community, strategically finding ways to involve and acknowledge them while also maintaining principles of fairness
- Receive all enquiries related to sponsorship/partnership requests and reply in a timely manner

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- Attend events as appropriate to nurture relationships with partners, as well as to support colleagues
- Update Media Kit as needed and distribute to colleagues and potential sponsors
- Represent Shanghai Mamas in the community, online and offline