



Wings Over Windsor

Internal/External Position Posting

Position: Partnerships Account Executive

Position type: Voluntary

Location: Windsor, Ontario (Remote with in-person obligations)

Reports To: Director of Partnerships

Note: Interested candidates are invited to submit their application consisting of a resume and cover letter in confidence via email to Wings Over Windsor at info@wingsoverwindsor.com.

We thank all those interested in the position, however, only those considered for the position will be contacted.

Wings Over Windsor is an equal opportunity organization, and all qualified applicants will receive consideration for the position without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, provincial, or local laws.

Wings Over Windsor will attempt to provide reasonable accommodation for a known disability for an applicant if requested.

General Statement of Duties:

The Partnerships Account Executive will work closely with the Director of Partnerships to develop, maintain, and communicate with potential or existing corporate partnerships with Wings Over Windsor. You will play a key role in developing relationships, developing concepts and ideas, and collaborating on projects.

Qualifications:

- 1 year+ experiences in sales, sponsorship, or account management roles or;
- Actively enrolled in a post-secondary program with an eye on a career in a related field
- Experiences or expanded knowledge in the non-profit sector
- Ability to work independently or in a group setting
- Event and logistic experience considered an asset
- Ability to deliver excellent customer service
- Strong ability to interact in a business setting
- Excellent attention to detail
- Well-developed analytical and problem-solving skills

Description of responsibilities:

- Ensures that event sponsorship products are consistent with our corporate partnership programs and identifies opportunities for cross selling of sponsorship and partnership programs
- Identifies potential new sources of corporate funding and secures new business development meetings with potential partners, supporters, or sponsors
- Builds and maintains strong external relationships with potential sponsors through extensive virtual or in-person work and secures and leads new business meetings
- Effectively manages project/business performance by planning, co-ordinating, delivering, evaluating, and communicating as appropriate
- Contributes to and support other departmental work as appropriate
- Actively contributes to effective communication within the team and with others across Wings Over Windsor
- Actively learns and develops to stay up to date with developments in area of expertise and to meet the changing needs of the position, team, and organization
- Represents the brand in a professional and positive manner with both internal and external stakeholders and in doing so reflects the values of Wings Over Windsor

Working with Wings Over Windsor

As a start-up non-profit organization, as the organization grows – so do you. Not only will you meet and surpass new challenges, but you will have the opportunity to get involved and make a real difference in the community. Air Shows are not only fun, entertaining, and exciting but also an excellent chance to interact with the community, performers, fans, and staff that make the industry so special.

At our organization, we make sure all voices are heard, all differences are valued and all people are treated fairly. You take pride in knowing your input and uniqueness are not only embraced but encouraged to deliver an unforgettable experience for our fans.

Teamwork makes dreams work. In the Air Show industry, this statement holds true. You will have the chance to work with everyone in the organization, experience and learn new things and evolve professionally.

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Signed,



CEO, Wings Over Windsor