



City of
Prince Albert

EMPLOYMENT OPPORTUNITIES

MARKETING & SPONSORSHIP COORDINATOR

Competition #2015-017

The City of Prince Albert invites applications for the permanent position of Marketing & Sponsorship Coordinator in the Community Services Department. Reporting to the Director of Community Services the successful candidate will be responsible for the preparation of sponsorship & grant proposals including conducting background research, developing budgets and writing/editing the detailed proposals. The position will also be responsible for the Marketing of the Department's services.

Principle Duties and Responsibilities:

- Coordinates and leads the management of grant applications and public and philanthropic funding proposals.
- Negotiates confidential sponsorship proposals with interested parties and is responsible for maintaining confidential information related to specific projects and proposals.
- Responsible to develop and maintain a database and filing system to track all grants, grant applications, sponsorship proposals and deliverables.
- Responsible for the management of approved grants and sponsorship including the accounting of how funds are utilized to the appropriate funding agency.
- Develop and maintain relationships with a network of stakeholder contacts.
- Research and analyze grant opportunities from provincial and federal agencies that may be available to the City of Prince Albert.
- Responsible for the Marketing & Advertising of the Department's Services within the annual budget.

Desired Qualifications:

- Completion of a post-secondary degree or diploma program in public or business administration or related field;
- Previous experience in successful sponsorship and grant procurement preferably in a municipal government setting;
- Demonstrated marketing and communications related experience;
- Valid Saskatchewan driver's license.

To explore this opportunity in complete confidence, please email your resume quoting competition #2015-017 by **4:00 p.m. Tuesday, March 31, 2015** to jobs@citypa.com.



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*The City of Prince Albert is committed to the principles of employment equity.
We thank all applicants, however only candidates interviewed will be contacted.*