



## Corporate Sponsor Officer

### **JOB SUMMARY**

The Partnerships Department is responsible for connecting with corporate and nonprofit organizations to create partnerships with Random Acts. This includes creating partnership agreements between organizations and researching a variety of organizations.

### **JOB RESPONSIBILITIES**

The Random Acts Partnerships Department is looking for a volunteer to connect with possible partner organizations. This includes researching organizations, connecting with them and assisting in writing partnership agreements.

- Research organizations for Random Acts
- Write partnership agreements
- Communicate with outside organizations
- Assist the Partnerships Manager with other needs

### **Desired Skills:**

- Self-Starter mentality
- Strong organizational skills
- Strong communication skills
- Strong writing and editorial skills
- Ability to complete tasks with minimal direction
- Preference given to those with a degree in business