



Sponsorship Officer



Finance Team Description:

The Finance team is responsible for overseeing the logistics of the Asclepios team with relation to budget, media partnerships, external collaboration, and sponsor relations. The team will regularly meet to outline project updates and how the budget changes over the course of the year-long mission. Our team ensures that all the behind-the-scenes tasks are taken care of to make our mission a success!

Sponsorship Officer Description:

As a sponsorship officer, you will be responsible for communicating with existing sponsors of the organisation and effectively communicating our needs to them and then communicating their needs to the heads / VP of the Finance team. Furthermore, the sponsorship officer will be responsible for researching new sponsorship opportunities and reaching out on behalf of the organisation. This role is vital to the continuation of the project, and offers a great opportunity for getting involved in a large student space project!

Key information for role:

- **Approximate start date** - 01/10/2025
- **Average hours required per week** - 3-5 hours
- **Tasks and Responsibilities:**
 - Reaching out to existing sponsors to assess their continued support of our project.
 - Communicating the needs of the sponsors to the heads of the finance team.
 - Reaching out to new potential sponsors and organising meetings.
 - Developing improved sponsorship brochures.
 - Brainstorming new partnerships that could further develop the organisation.
- **Essential Requirements for Role:**
 - Attend regular meetings with the finance team to give and collect updates for the heads.
 - Strong communication skills: Continuously updating team heads and coordinating effectively with other teams.

- Problem-solving and adaptability: Able to quickly adjust based on evolving scenarios.
 - English Proficiency.
 - Attention to detail.
 - Enthusiasm for space related projects!
- **Desirable traits for role**
 - Experience in financial management of student teams
 - Multi-lingual skills (French, Spanish, Italian most desirable)
 - Experience working with, reading and interpreting legal documents
 - Experience in other student run organisations

Inclusivity Statement

Don't meet all the requirements? That's okay, one thing all applicants that are chosen show in common is their passion for Asclepios and their passion for the mission. Feel free to apply for any role you think you will enjoy. At Asclepios, we have a very welcoming environment and ensure no one is left behind. We are one big international family!