



Rythmus Foundation

Job Description

Position Title:	Event Corporate Officer
Key Responsibility:	• Develop and execute a corporate sponsorship strategy to secure funding and support for events. • Identify, prospect, and build relationships with potential corporate partners aligned with the NGO's mission. • Create compelling sponsorship packages and proposals, and negotiate terms and contracts. • Serve as the primary point of contact for corporate sponsors, managing all aspects of the relationship. • Coordinate and integrate corporate partners into events, ensuring fulfillment of all benefits (e.g., branding, speaking roles). • Collaborate with the event team to ensure seamless logistics for corporate participation and sponsor visibility. • Manage the corporate sponsorship budget, tracking income, expenses, and financial reporting. • Work with the communications team to develop co-branded marketing and promotional materials. • Organize and facilitate corporate volunteer opportunities and networking events. • Conduct post-event follow-up, including sponsor recognition, feedback collection, and impact reporting. • Maintain accurate records of all partner communications, contracts, and agreements.
Essential Skills	• Corporate Partnership & Sponsorship Acquisition • Relationship Management & Networking • Negotiation & Contract Management • Strategic Event Planning & Coordination • Excellent Written and Verbal Communication • Budget Management and Financial Acumen • Proposal and Pitch Development
Location	Remote
Qualification	Any Graduate
Exp. Required	02 to 03 Years relevant experience.
Nature of Job	Full-Time / Part-Time / Contractual On-site / Hybrid / Remote