

## **Recruitment – Co-Director(s)**

Job Title: **Co-Director: Finance & Sponsorships**

Start Date: September 2019

Summit date: March/April 2020

Application deadline: 20 August 2019

Remuneration: **Voluntary**

**\*\* Applicants must be currently enrolled as a graduate student at the LSE \*\***

### **About the LSE Africa Summit**

The LSE Africa Summit is a two-day Conference focused on addressing the salient issues facing the African continent. The LSE Africa Summit brings together political, research and business leaders – those pushing Africa to the forefront of the global agenda – to engage with the pertinent themes of health, education, business and governance on the continent.

### **About the Role**

As Co-Director, you will lead all efforts of the team alongside your other three colleagues, taking an interest in all aspects of planning the event from the onset. Naturally, this is a more challenging role that requires far greater responsibility than any other on offer. While your role has a specific focus on finance and sponsorships, the role of codirector is all-encompassing meaning that you may assume all roles at one point or another over the course of the cycle.

As the co-director leading finance and sponsorships, you will be primarily responsible for developing the fundraising strategy, engaging potential sponsors in securing funding and overseeing all budget related matters for the Summit. You will also be responsible for managing relationships with sponsors and collaborators who may be internal within the LSE or external. You will manage the business development team, appointing a team lead to assist in organising the team's activities. Close cooperation with your fellow co-directors is essential.

### **Key Responsibilities**

While Co-Directors will be involved in the management of all aspects of the production, the following are of even more significance:

#### **Theme & Direction**

Prior to joining the team, we expect that you have thought through a few potential themes that are relevant and on topic to current trends in African development. You will be required to give initial direction for the wider team to brainstorm in collaboration with the other co-directors, as well as finalising after receiving options from the team at large.

**Finance:** The delivery of the event ultimately rests on the funding that is secured towards it. As you will be heavily involved in fundraising; as part of your application we would like to know your funding plans for the Summit, as well as any contingencies should these fall through.

*As co-director with the lead on finance and sponsorships, the following are also very important*

#### **Secure funding:**

- Research into potential sponsors, partners and collaborators

- Evaluate the brand and value of the Summit vis a vis the work of these potential Partners
- Develop sponsorship packages
- Along with Co – directors and the rest of the Business Development team, lead engagement with potential sponsors with a view to establishing long term relationships with the Summit

**Client relationship management:**

- Manage ongoing conversations with sponsors
- Work with the rest of the business development & finance team to deliver an all-round exceptional customer service from inception of the relationship, during and after the Summit

**Engagement with LSE stakeholders:**

- This includes LSE Africa Center and LSE advancement on sponsorship and finance related matters

**Budget:**

- Along with the Africa Center, co-directors and the sponsorships team, develop and manage all Summit budgets

**Team Management:**

- Delegate responsibilities including appointing a team lead to assist in organising the activities of your team
- Plan and lead meetings for the wider team and the sponsorships team
- Ensure timely progression of your team towards major deadlines and fill gaps where necessary
- Work alongside speakers, media and logistics teams to ensure strong goal alignment, particularly with regards to ensuring deliverables for sponsors and enforcing discipline with the budget

**Key Abilities Applicant**

- Excellent leadership skills and people management
- A visionary and self-starter: the ability to develop ideas, create work plans and set strategic direction for yourself and the team
- A strategic thinker with an ability to see the big picture, but also possessing excellent attention to detail
- Strong communication and organizational skills, with an ability to engage with senior leaders of organizations, senior leaders within the LSE, and the rest of the Summit team
- Good business acumen
- Ability to think outside the box and consider a problem from various angles
- Ability to perform well under pressure, in a fast-paced environment
- Excellent time management skills - be able to effectively balance studies with a full-time commitment to Summit responsibilities
- Strong commercial and political awareness
- Some experience in all the key areas of the Summit (i.e. sponsorships & finance, media, logistics etc.)
- Skilled multitasker
- A relationship builder, collaborator and team player
- Professional work experience is desirable but not required

### **Why should you apply?**

- This role provides an excellent opportunity to sharpen your strategy development, negotiation, business management, problem solving and leadership skills, all valuable to most employers
- An opportunity with network with business leaders within prominent organizations and at the LSE. You will also have the opportunity to engage with pioneering research personalities and policy makers across different sectors throughout Africa
- Enrich your knowledge on Africa's most pressing issues, while obtaining substantive work experience on issues related to the continent
- Build important relationships who could potentially become your mentor, colleagues and peers
- Remain close to the industry, developing and influencing high-level contacts
- Be part of an engaged and ambitious team to enrich your LSE experience

Please submit your CV and a short cover email outlining your suitability for the Summit and the role to [africasummit@lse.ac.uk](mailto:africasummit@lse.ac.uk) with the subject line *Application for Summit Co-Director: Finance & Sponsorships* by 20 August 2019.

*Thank you for your interest. We look forward to hearing from you!*

***NB: We would like to stress that this is a demanding role and whoever is applying for this must be committed and dedicated to the summit and the workload attached to this role. As we are all students and have our academics to focus on, it is important that the candidate is aware of the time demand for this role and must be able to effectively manage his/her time so that neither the summit nor academics negatively impact on the other.***