

Position:	Community, Sponsorship, and Expo Manager
Company:	RBC Gran Fondo – (TOIT Events Inc.)
Location:	Vancouver, British Columbia, Canada
Contract Term:	Full time from hire to Sept 30 th , 2025 Option to extend depending to full time year round if mutually acceptable to both parties
Application deadline:	February 15 th , 2025

JOB SUMMARY:

The Community, Sponsorship, and Expo Manager will work on five aspects of the company:

- 1- Community
 - assemble lists of impactful clubs and groups in key markets
 - interact and communicate with targeted clubs and groups
 - lead the planning of community events alongside the Operations Team - PrimaFondo and Shakeout Ride
 - build registration numbers for St Regis Cup category and corporate program
- 2- Sponsorship:
 - seek new sponsorship relationships and secure agreements
 - manage existing sponsor needs and deliverables
 - complete sponsorship for key partners
- 3- Expo Manager:
 - design and coordinate VeloSpoke Bike Expo (event Expo)
 - sell event booth space to fill floor plan
 - manage package pick-up with team
- 4- Other
 - be available for 'all hands on' work required to execute planned events

MINIMUM EXPERIENCE REQUIREMENTS:

Experience Level:

- Previous experience selling sponsorship is preferable
- Previous experience of managing relationships with various stakeholders

Education:

- Completion of a sport management, leisure and recreation, or hospitality degree is preferable

Technical Skills:

- Proficiency with Microsoft Office, specifically Excel, is essential
- Ability to learn how to use new technologies rapidly
- Proficiency with Adobe Creative Suite is beneficial

General Skills:

- Speaking, reading, and writing fluently in English
- Excellent interpersonal & communication skills (written and verbal)
- Good organisational and time management skills
- Excellent networking skills
- Self motivated, strong sales technique
- Work well in a team environment
- Knowledge of local and world competitive cycling will be considered as assets
- Full Driving License

PERKS OF THE JOB:

- Young dynamic team
- Free travelling opportunities
- Fun and friendly environment within a small workplace
- Dog friendly office
- Endless amounts of cycling gear and merchandise

SALARY:

- \$45,000 to \$55,000, depending on experience and qualifications.

HOW TO APPLY:

If you are interested in applying for this position, please send your resume and cover letter to: Salome Dede, salome@rbcgranfondo.com and include the following in the subject line: name (last, first), job title. We will keep applications on file for other roles that may arise and while we thank all applicants for their interest, only those selected for interviews will be contacted.

COMPANY PROFILE

Founded in 2007, RBC GranFondo is an event management company committed to the development, planning and execution of world-class sport events.

Portfolio of Events:

[GranFondo Riviera Nayarit](#).- Apr 5, 2025

[XFONDO Whistler](#) – June 14, 2025

[RBC GranFondo Whistler](#)- Sept 6, 2025



XFONDO

**RBC
GranFondo**
4111 Fraser St.
Vancouver, BC
V5V 4E9

RBC GranFondo - Human Resources Approach

RBC GranFondo is a private Canadian event management company that creates unique experiences for the sport and active living community. RBC GranFondo's culture is entrepreneurial, where employees are encouraged and empowered to perform yet at the same time all team members are asked and expected to roll-up their sleeves and get their hands dirty when it comes preparing for and delivering at event time. Our aim is premium destination tourism events that provide participants with a quality experience delivered using established best practices.