

Job Title: Events & Sponsorship Executive

Department: Marketing

Location: Dublin, Ireland

Reporting To: Head of Marketing

Employment Type: Full time, Permanent

Role Overview

Cantor Fitzgerald Ireland is seeking a proactive and commercially minded Events & Sponsorship Executive to support the planning, delivery and evaluation of the firm's event and sponsorship programme. This role will be responsible for executing client-facing events, industry sponsorships, thought leadership opportunities and internal engagement initiatives that enhance Cantor Ireland's brand positioning and support business development objectives.

The ideal candidate will have experience managing corporate events, stakeholder engagement, sponsorship activation and project coordination within a busy professional services or financial services environment.

Key Responsibilities

Events Management

- Plan, coordinate, and deliver a calendar of in-person, virtual and hybrid events.
- Manage end-to-end event execution including venue sourcing, supplier management, registration processes, logistics and post-event reporting.
- Work closely with business leaders and subject matter experts to develop event content and attendee experiences.
- Coordinate client hospitality opportunities, networking events, conferences and executive roundtables.
- Ensure all events are delivered on time, within budget, and in line with brand standards.

Sponsorship Management

- Support the development and execution of Cantor Fitzgerald Ireland's sponsorship strategy.
- Manage sponsorship activations to maximise brand visibility, client engagement and commercial return.
- Build and maintain relationships with event organisers, industry associations and sponsorship partners.
- Monitor sponsorship performance and provide recommendations for future investment.
- Ensure all sponsorship assets and contractual obligations are delivered effectively.

Marketing & Communications Support

- Collaborate with the wider marketing team to create promotional campaigns supporting events and sponsorships.
- Coordinate event communications including invitations, registration journeys, social media promotion and follow-up communications.
- Assist in producing marketing collateral, presentations and branded materials.

Stakeholder Management

- Partner with senior stakeholders across the business to understand priorities and identify event opportunities.
- Act as a key contact for internal teams, external suppliers and event partners.
- Provide regular updates on event progress, budgets and outcomes.

Reporting & Budget Management

- Track event and sponsorship budgets, purchase orders and supplier invoices.
- Measure event attendance, engagement, lead generation and client feedback.
- Produce post-event reports with insights and recommendations.
- Maintain accurate records of event performance and sponsorship activity.

Skills & Experience***Essential***

- 3–5 years' experience in events, sponsorship, marketing or communications.
- Proven experience delivering B2C and B2B events.
- Strong project management and organisational skills.
- Excellent communication and stakeholder management abilities.
- Experience managing multiple projects simultaneously.
- Strong attention to detail and ability to work under tight deadlines.
- Proficiency in Microsoft Office Suite, particularly PowerPoint, Excel and Teams.
- Experience working with event management platforms and CRM systems.

Desirable

- Experience within financial services, professional services or regulated industries.
- Knowledge of sponsorship activation and partnership management.
- Experience with LinkedIn campaigns, email marketing platforms and marketing automation tools.
- Relevant qualification in Marketing, Business, Communications or Events Management.

Key Competencies

- Strong organisation and planning
- Commercial awareness
- Relationship building and networking
- Problem solving and initiative
- Attention to detail
- Collaboration and teamwork
- Adaptability and resilience
- Client-focused mindset