



Job Title: Administrator, Corporate Partnerships

Department: Development

The **Administrator, Corporate Partnerships**, plays an integral role in the success of raising funds and awareness to support our athletes and mission through corporate partnerships, sponsorship, and cause marketing. They will provide administrative support to the Corporate Partnerships team. The Administrator will interact with partner representatives, manage partner information and communications, and be a super user for SOSC's donor database, Raiser's Edge.

Reports To: Director, Corporate Partnerships

Job Level: 2

Compensation: This is a full-time position with benefits eligible on the first of the month following the start date. The non-exempt hourly range is **\$22.00 - \$25.00**, depending on relevant education and experience.

KEY RESPONSIBILITIES

Corporate Partnerships: 65%

- Assist in coordinating the Corporate Partnership Summit.
- Assist in research, preparation, and building a case for support on Partnership pitches and proposals.
- Assist with corporate volunteer groups at Championship and Signature events.
- Coordinate activation for Cause Marketing Campaigns
- Coordinate activation of partnership benefits and access at Championships, Unified experiences (virtual and in-person), and special events, ensuring all partner agreement elements are fulfilled and executed.
- Coordinate and oversee the day of activities in the athlete festival area at SOSC Championship
- Coordinate with appropriate SOSC departments for support in activation of partnership elements (i.e., Athlete Leadership - athlete participation, Volunteer Services – volunteer support, Marketing & Communications)
- Maintain an ongoing list of assets, rights, and benefits for all SOSC activities.
- Provide support to the Special Events Team on Signature Fundraising events (i.e., Supporting sponsor teams and their activities at Signature events)
- Support the development team in maintaining the sponsorship "pipeline" status. Participates in and assists in coordinating presentations to potential sponsors.
- Update toolkits, sponsorship decks, templates, and thank you letters.

Operations: 30%

- Assist with creating Proof of Performance reports for corporate partners.
- Assist with researching and creating profiles for corporate prospects.
- Collect and compile all samples of all benefits that corporate partners have received.
- Identify Corporate Leads from Gift Matching sites, special event participation, and volunteer inquiries.
- Maintain efficient record-keeping for corporate partners, ensuring contact information, opportunities, and actions are up to date for all interactions with them.
- Maintain SOSC website Partners page.
- Work with Affinity Partnership inquiries and screen potential partners or sponsors.

CORE VALUES

Be ATHLETE centric | Be a TEAM player | Be a CHANGE agent | Be a LEADER



Individual Goals: 5%

- Internal Use: See employee feedback in the Comments section of Threads.

Job Level Responsibilities: Under supervision, perform varied work that may require prioritizing and multi-tasking. Work may include some originality in close collaboration with the supervisor. Has limited decision-making authority on behalf of the organization outside of established policies. Enforces company policies.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent knowledge, skill, and ability. Reasonable accommodation may be made to enable individuals with disabilities to perform basic functions.

Education and Experience:

- Bachelor's degree from an accredited college/university or related professional experience.
- 2-3 years of administrative experience or work in a field of expertise
- Minimum of two (2) years of database management experience required.
- CRM experience, Raiser's Edge preferred.

Skills and Abilities:

- Ability to be self-motivated and to work independently.
- Ability to maintain a high degree of confidentiality in conducting work.
- Ability to multi-task and prioritize in a dynamic work environment.
- Ability to pass background screen regarding criminal and driving history.
- Ability to travel and work evenings and weekends to meet job requirements.
- Excellent data entry skills and experience
- Excellent organization skills and strong attention to detail
- Have a valid California driver's license and meet minimum California vehicle insurance requirements.
- Proficiency in using relevant technology, including Microsoft software, Word, Office, and Excel, and learning additional software programs.
- Strong customer service skills and friendly demeanor
- Strong oral and written communication skills
- The employee is occasionally required to stand, walk, lift, or carry up to 24 pounds.

Work Environment: The position's primary work location is in the SOSC Long Beach office. The noise level is usually moderate. This job requires occasional driving.

APPLY: Please send your resume and cover letter to lbjobs@sosc.org.