



Job Title: Sr. Manager, Corporate Partnerships

Department: Development

Location: Long Beach, CA

The **Sr. Manager, Corporate Partnerships**, will lead and participate in the planning, fulfillment, execution, tracking, and reporting of SOSOC's Corporate partnership elements. The Sr. Manager, Corporate Partnerships, will manage a portfolio, with an emphasis on gifts of \$5,000 or more. They will follow appropriate revenue vertical relationship management processes for the purpose of deepening relationships that ensures aspects of fulfilling contractual commitments and renewing assigned partnership accounts and leading to continued or increased financial support of SOSOC.

Direct Report(s): Administrator, Corporate Partnerships Activation

Reports To: Vice President, Development

Job Level: 10

Compensation: This is a full-time position with benefits eligible on the first of the month following the start date. The salary exempt range is **\$64,480.00 - \$73,440.00** depending on relevant education and experience.

KEY RESPONSIBILITIES

Corporate Partnerships: 70%

- Manage corporate partner giving portfolio.
- Fulfill, activate, and coordinate day-to-day operations of assigned corporate partnership accounts including, but not limited to on-site activations, corporate engagement, digital assets, ensuring all promised rights and benefits are delivered as promised in timely manner.
- Lead and participate in the planning, execution, tracking, and reporting of all partners' contractual elements.
- Collaborate with event managers and committees to ensure event sponsors receive their rights and benefits as laid out in sponsorship grids.
- Cultivate partner relationships at all levels from day-to-day contacts to executive decision makers through regular touchpoints, including but not limited to, email communication, regular status calls; annual partner activation summit; hospitality and events; mid-year and end of year recaps.
- Ensure that all constituents in portfolio have a record in NXT with current information.
- Enter Actions and Opportunities into NXT.
- Assist Vice President, Development on cultivation of new corporate partner and sponsorship acquisition.
- Research prospect constituents for corporate partnerships.
- Develop and deliver opportunity presentations.
- Involve and empower athletes in presentations, speaking opportunities and in meaningful corporate engagement opportunities.
- Execute and track sponsorship and partnership agreements.
- Develop and implement fulfillment plans and oversee partner stewardship leading to renewing and growing assigned partnership accounts.



CORE VALUES

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

Leadership and Management: 15%

- Create, manage, and oversee sponsorship budgets.
- Manage communications relating to corporate partnerships with all SOSC departments where applicable.
- Support Event committees and other teams across departments in collaboration where corporate partners are involved.
- Manage relationships with local programs, community groups, key volunteers, and government agencies to drive revenue, develop resources and promote SOSC.
- Develop and support meaningful roles in fundraising for athletes, interns and volunteers with excellent training, orientation, and recognition.
- Contribute to organization-wide development strategy and provide tools, training, and support to drive revenue through the Corporate Partnerships revenue area.
- Attend SOSC events to build relationships with sponsors, athletes, and team members from other departments as a way to learn more about our mission and discovering ways to engage partners.

Development Operations: 15%

- Coordinate financial tracking of gifts.
- Develop, maintain, and communicate fundraising collateral
- Assist in processing and deposit gifts.
- Assist process gift acknowledgements.
- Coordinate and manage technology including, review and process development reports using available technology (i.e., NXT, Accelerist, Luminare).
- Coordinate and manage logistical support for fundraising strategies
- Contribute to all aspects of risk management of assigned events to ensure compliance with SOSC policies, including but not limited to volunteer screening and registration, contract review process, event facility and logistics set-up.

JOB LEVEL RESPONSIBILITIES: Works with supervisor on agreed upon goals and plans. Uses discretion and independent judgement within specific areas of expertise. May supervise hourly and/or salaried employees. May have access to executive level confidential information and/or data. Recognized expert in all areas of responsibility. Will supervise varying levels of volunteers, including leadership volunteers (GMT, GOC, etc.) including interns.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree from an accredited college/university or related professional experience.
- 5-7 years directly related professional experience, including supervision of employees.
- Volunteer and/or staff management experience dealing with a diverse group of individuals.



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SKILLS AND/OR ABILITIES:

- Proficiency in using relevant technology, accessing the internet, and using software, including Microsoft Office (Word, Excel, and PowerPoint) and database systems.
- Demonstrated experience with sophisticated database management and/or significant Raiser's Edge skills - leveraging RENXT as a primary tool in driving strategic and tactical planning.
- Strong background in organizational development and community outreach
- Demonstrated project management skills that enable the execution of complex, multi-stakeholder projects.
- Strong project management skills, including the capacity to manage multiple efforts at the same time in collaboration with a variety of internal and external stakeholders.
- Superior organizational and project management skills with strong attention to detail
- Strong self-motivation and the ability to work independently.
- Excellent relationship-building and interpersonal skills which enable rapport-building with internal and external stakeholders.
- Agility and the capability to think strategically while executing tactically within in a lean and resource- constrained environment.
- Excellent oral and written communication skills, and public speaking skills
- Strong attention to detail and ability to work with frequent interruptions.
- Strong people skills and customer service orientation
- Ability to work with diverse personalities and in stressful situations.
- Ability to be flexible, multi-task and delegate effectively.
- Ability to travel and to work evenings and weekends to meet job requirements.
- Have a valid California driver's license and meet minimum California vehicle insurance requirements.
- Must be able to pass a background screen of criminal history and DMV record.

WORK ENVIRONMENT: Position's primary work location is in the SOSC Long Beach office. SOSC may request employees to work remotely on occasion and employees may request to work remotely, on occasion, with advance approval. Remote work sites must be distraction free, contain a proper work surface (table or desk) and have adequate Wi-Fi capability. The noise level in the work environment is usually moderate. Position requires driving/travel.