

Social Enterprises, Inc. is a social impact event management company committed to driving action through events and educating attendees by creating actionable, collaborative experiences that empower sustainable and socially just communities. Our non-profit clients (projects this role will work with) include the Pac-12 Conference, America East Conference, Women of Renewable Industries and Sustainable Energy (WRISE), Forth, and the National EV Charging Initiative. As a certified Benefit Corporation (B Corp), Social Enterprises meets the highest standards of verified social and environmental performance, public transparency, legal accountability, and utilization of the power of markets to solve social and environmental problems. Through the power of our collective voice, our society will enjoy a more shared and durable prosperity for all. Please visit our website at www.socialenterprises.net for more information.

We are seeking a full-time **Partnership Manager** to join our busy organization as a remote or hybrid employee. Experience in the event industry and/or sponsorship sales and project management preferred. Interested candidates should submit a resume & cover letter to hr@socialenterprises.net. Please specify **"Partnership Manager"** in the subject line of your email.

Social Enterprises is committed to a policy of equal employment opportunity. Our decisions and criteria governing the employment relationship with all employees are non-discriminatory, and are based on job requirements and an individual's skills and experience without regard to age, race, religion, sex, national origin, marital status, sexual orientation, gender identity, gender expression, veteran status, disability or any other status protected by federal, state or local law

Job Responsibilities

Partnership Management

The Partnership Team works to create and drive sales of sponsorships and strategic corporate partnerships for our conferences and events. The Partnership Manager will manage an effective strategy to acquire targeted sponsors across industries and foster revenue opportunities with existing sponsors for Social Enterprises events as assigned. The Manager will oversee sponsor relations at all stages of relationship from initial cultivation to final event execution and provide ongoing support to sponsors through tracking payment and ensuring sponsorship fulfillment, including follow-up and accurate record keeping.

Sponsor Acquisition

- Drive and conduct research to determine potential sponsor targets and appropriate contacts for our impact event projects, as contracted
- Oversee creation of sponsorship packages/levels and overview sales documents
- Create sponsor acquisition outreach email templates and timeline for each event
- Send consistent outreach to target sponsor companies using best practice methods via email and phone to confirm sponsorships that generate revenue support for events
- Work with approved sponsor targets/prospects to gain a clear understanding of their needs, develop customized sponsorship and proposal packages to win their business and confirm new sponsorship revenue
- Carry out/engage in consistent follow up communications with pending/interested sponsor targets

- Provide weekly sponsor reports to clients and project leadership on sales status, team deliverables, issues, and goals
- Represent company events/projects at networking events and community functions to drive sponsor sales

Sponsor Tracking and Deliverables

- Ensure partnership acquisition efforts are consistently tracked and communicated to Marketing and Event Teams ensure all sponsorship commitments are delivered
- Create and send confirmed sponsor contracts and invoices in a timely fashion
- Effectively track and manage contracts and payment status with confirmed sponsors and exhibitors
- Create and follow sponsorship deliverable timelines for each event to ensure all partnership benefits are fulfilled
- Work closely with Marketing and Events team for partnership fulfillment as it relates to logo placement and custom deliverables
- Contribute feedback to development of partner communications/sales tools for each event
- Serve as the main point of contact for all sponsorship related questions from confirmed and potential sponsors for all assigned events

Tradeshow Management

- Work with Event Manager to coordinate contract and partnership with third party exhibit companies/decorators
- Work with Event Manager and exhibit company to create trade show floor layout and pre-event materials
- Organize pre-event and onsite relations and preparation for all assigned events for a seamless exhibitor set-up, break-down and an overall excellent sponsor experience
Serves as main point of contact for all sponsorship communications regarding to the trade show set up, onsite management, and break down

Community Partner Acquisition & Management

- Work with client to create a target list of relevant nonprofit organization/industry targets that reach their event target audience for the Community Partner Program
- Work with internal Marketing Department to create promotional collateral and tools for each event that can be shared with Community Partners
- Reach out to target Community Partner organizations using best practice methods via email to confirm partnerships that generate promotional support for events
- Send confirmation emails and promotional resources to confirmed community partners on a timely and regular basis
- Ensure Community Partner acquisition and management efforts are consistently tracked and communicated to Marketing and Events teams to ensure Community Partner commitments are delivered
- Contribute feedback to development of partner communications/tools for each event

Skills and Abilities Required

- Ability to communicate in a productive and professional manner with team members and clients; actively contribute in a positive manner during meetings with staff and business partners
- Ability to effectively solve problems, make decisions and take action, exercising solid independent judgment
- Ability to maintain a professional attitude and work independently in a fast paced, changing environment



Social Enterprises

- Ability to work cohesively with a team and also independently with strong initiative and proactive involvement
- Time management and project management skills to ensure projects meet budgets
- Exceptionally detail-oriented and organized, ensuring quality and consistent output
- Proficiency in MS Office applications (Outlook, Word, Excel and PowerPoint)
- Proven ability to coordinate simultaneous projects
- Strong initiative to drive project independently while tracking and communicating effectively with team.
- Strong knowledge of the event industry, trends, and strategies
- Strong work ethic and good moral judgement
- Strong written and verbal communication and sales skills, able to deliver clear, concise information to partners, clients and team
- Willingness to attend local networking events after work hours to foster connections
- Willingness and ability to travel on weekends to work events, as needed. Percentage of Travel: 10% - 25%
- Must be outgoing and enjoy meeting new people

Qualifications and Experience Required:

- Experience with direct sales, relationship management, negotiation, customer service and project coordination
- Four-year college or university degree in Business, Marketing, Public Relations, or Communications preferred or equivalent education and/or experience
- Previous experience with cold-calling preferred
- Knowledge of the event industry preferred

Application Guidelines/Contact:

Interested candidates should submit a resume & cover letter to hr@socialenterprises.net. Please specify "Partnership Manager" in the subject of your email. Social Enterprises is an Equal Opportunity Employer.