

Partnership Coordinator

Employment Type:	Full-Time
Reports To:	President or Partnership Manager/Director
Salary Range:	DOE
Commission:	Yes
Percentage of Travel:	10-25%

Social Enterprises/ Partnership Team Summary:

Social Enterprises, Inc. is a social cause event planning company committed to enhancing local communities by creating high-level, revenue-generating, innovative events that educate attendees and help create a socially-driven, sustainably minded world. Social Enterprises, Inc. works on 10-20 events a year all over the country working with non-profit client organizations in addition to the GoGreen Conference series.

The Partnership Team works to create and drive sales of sponsorships and strategic corporate partnerships for our national and regional conferences and events.

Position Summary:

Plan and implement effective strategies to acquire, retain and manage sponsor relationships across industries, and foster revenue opportunities with existing sponsors for client events and the GoGreen Conference. Oversee sponsor relations at all stages of relationship from initial cultivation to final event participation. Provide ongoing support to sponsors through tracking payment and ensuring sponsorship fulfillment. Provide follow-up accurate record keeping via Salesforce and Google Docs.

Job Responsibilities

- Responsible for confirming sponsorships that generate revenue income for events.
- Outreach to relevant businesses through email, telephone and in-person meetings. Provide consistent follow up.
- Collaborate with client and team to align sponsorship opportunities with the event strategy and goals.
- Effectively create, track, and manage contracts and payments with confirmed Sponsors and Exhibitors
- Represent company at networking events and community functions to drive sponsor sales
- Organize pre-event communications for assigned events for seamless exhibitor set-up, break-down and an overall excellent experience.
- Manage Tradeshow and sponsor relations onsite
- Coordinate with Programming, Marketing and Events departments to align sponsorship opportunities with the event strategy and goals.
- Work with prospects to gain a clear understanding of their needs, and develop customized sponsorship and proposal packages to win their business and acquire new sponsorship revenue.
- Contribute feedback to development of partner communications/sales tools for each event.
- Actively use company systems to manage projects - Salesforce.com, Basecamp, Google Docs and Harvest time tracking.

Skills and Abilities Required

- Experience with direct sales, direct sales including cold calling, email campaigns and in-person meetings
- Experience with relationship management, negotiation, customer service and project management.
- Proven ability to lead and coordinate simultaneous projects.
- Ability to work cohesively with a team and also independently with strong initiative and proactive involvement.
- Strong written and verbal communication skills, able to deliver clear, concise information to partners, clients and team.
- Knowledge of contracts and invoices preferred
- Exceptionally detail-oriented and organized, ensuring quality and consistent output.
- Willingness to attend local networking events after work hours to foster connections.
- Ability to effectively solve problems, make decisions and take action, exercising solid independent judgment.
- Ability to maintain a professional attitude and work independently with little guidance in a fast paced, changing environment.
- Willingness to travel on weekends to work events, as needed.
- Proficiency in MS Office applications (Outlook, Word, Excel and PowerPoint).
- Proficiency in cloud software applications (Salesforce.com/CRM systems, Basecamp, Google Docs, Harvest.)

Qualifications and Experience Required

- Four-year college or university degree in Business, Marketing or Communications preferred or equivalent education and/or experience.
- Minimum three years in sales or event-related positions where sponsorships were sold and managed.
- Must be outgoing, have experience cold-calling and enjoy meeting new people.
- Good leadership skills with previous project and/or team management.
- Strong knowledge of the event industry, trends, and strategies.
- Strong work ethic and good moral judgement.
- Percentage of Travel: 10% - 25%