

Social Enterprises provides high level event planning to non-profit, social change and sustainable industry entities. Please see our website at [www.socialenterprises.net](http://www.socialenterprises.net) for more information about our company and events.

We are currently seeking a full-time **Partnership Manager** to join our busy organization. This role is responsible for developing partnership strategies and acquiring high level cash sponsors for GoGreen conferences and assigned Social Enterprises client events.

Qualified candidates will have at least three years professional experience in business development, fundraising and/or sponsorship sales. Required proven experience successfully leading and motivating a professional team. Experience as a Development Manager, Partnership Manager or similar position in non-profit or social change organizations is a plus. Interested candidates should email a resume, cover letter and salary history to [hr@socialenterprises.net](mailto:hr@socialenterprises.net), with "Partnership Manager" in the subject line. Social Enterprises is an Equal Opportunity Employer.

### **Opportunity**

Oversee sponsorship acquisition efforts, partnership development and management efforts for a fast-paced social cause event company in order to generate maximum revenue for events, based on defined success metrics. Ensure excellent partner relationships and team management.

### **Job Responsibilities**

- Strategic planning, development and management of key partners for both GoGreen conferences and assigned Social Enterprises client events
- Strategize and collaborate with Programming, Marketing and Events departments to align sponsorship opportunities with the event strategy and goals
- Develop creative ways to partner with companies in order to maximize their involvement and financial support of Social Enterprises events
- Oversee development and effective use of partner communications/sales tools (PDFs) for each event (Sponsor Overview, etc.)
- Create a Research Guide for each event, defining industries, companies and subjects to research for sales efforts
- Oversee success metrics, tracking and reporting of sponsor acquisition efforts, including Project Report, Partnership Master Plan Reporting and multi-team communication
- Strategically identify key high level targets; responsible for directly confirming sponsorships to drive revenue support for event
- Manage sponsor deliverable process, communication with Marketing and Event Managers to ensure sponsorship commitments are delivered
- Oversee administrative function that manages contracts and payments with confirmed Sponsors
- Manage all pre-event and onsite partnership relations and communications, ensuring excellent support and overall experience
- Train, mentor and manage the partnership management team, ensuring company and event goals are met and weekly and personnel-related issues are managed
- Revise all partnership management master templates as necessary; execute and manage adoption by team
- Manage the partnership management team, providing guidance and setting goals on a weekly basis; post, review and hire staff as determined

- Actively use company systems to manage projects, i.e. Salesforce.com, Basecamp, Google Docs and Harvest time tracker.

**Skills and Abilities Required**

- Proven ability to lead and project manage large and simultaneous projects, defining and implementing goals while maintaining scope, budget and schedule.
- Strong client relationship management, sales and customer service skills, with the ability to inform and persuade people.
- Ability to work cohesively with a team and also independently with strong initiative and proactive involvement.
- Strong written and verbal communication and sales skills, able to deliver clear, concise information to partners, clients and team.
- Ability to initiate and negotiate high value contracts to help meet event and company revenue goals
- Exceptionally detail-oriented and organized, ensuring quality and consistent output.
- 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.
- 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 of business development or direct revenue generation experience. Ideal experience working with events where sponsorships were sold and managed.
- 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 judgment.

**To Apply:**

Send resume, cover letter and salary history to [hr@socialenterprises.net](mailto:hr@socialenterprises.net). Only emailed responses will be accepted, direct correspondence to "Hiring Manager" and subject line must read, "Partnership Manager". Social Enterprises Inc. is an equal opportunity employer