

## **CHICAGO CUBS POSITION DESCRIPTION**

**JOB TITLE:** Partnership Development Specialist

**DEPARTMENT:** Corporate Partnerships

**REPORTS TO:** Director, Partnership Development

**FLSA STATUS:** Exempt

### **ROLE**

This position will support all New Business sales efforts focusing on sales force effectiveness and pre-sale stewardship, the role will provide consistent, reliable support for sellers and clients while aggressively researching, prospecting, developing proposals and assisting with outreach and meetings.

### **RESPONSIBILITIES**

- Research industry trends to ensure MSE engages early and often with all potential emerging categories
- Utilize trade periodicals and lead generation and reporting services to identify emerging new business opportunities
- Assist in the development of executive summaries that identify partner needs, objectives and goals and include any relevant information supporting an effective sales process
- Consistently scan the Corporate Partnership environmental landscape to gather research information and data from all available sources to qualify new business opportunities
- Where applicable, conduct preliminary needs analysis to qualify prospective business opportunity
- Where applicable, compile, report, enter, collect, and track accurate prospect information, as well as other details into CRM and other systems/dashboard
- Develop partnership decks and sales materials based on updated brand research and in conjunction with Activation Specialists to assist Account Executives in the sales process.
- Secure and participate in internal follow up meetings to develop partnership deck approach
- Provide support executing client meetings and hospitality events as identified by Partnership Development team
- Build strong relationships with Corporate Partnerships team members via proactive communication
- Participate in sales meetings, training programs, and conferences as directed by department leadership
- Administrative support including (but not limited to) fulfillment and shipment of merchandise and gifts to potential clients.

### **REQUIRED QUALIFICATIONS**

- Bachelor's Degree from an accredited four year university
- Demonstrated knowledge of sales concepts and marketing principles
- Demonstrated understanding of the solutions based, corporate partnership sale
- Demonstrated critical thinking skills
- Demonstrated interpersonal communication and presentation skills
- Able to work collaboratively with a variety of highly motivated sales professionals
- Ability to work a non-traditional schedule to include evenings, weekends, and holidays as needed

- Proficient in photoshop and PowerPoint

#### **PREFERRED QUALIFICATIONS**

- At least three years sales experience with a track record of success in a high volume, outbound sales role.
- Bachelor's Degree in Sales or Marketing
- Advanced degree
- Corporate Partnership sales experience with a property or league

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