



JOB POSTING

Position: Corporate Partnerships Coordinator

Reports to: Director of Corporate Partnerships

Department: Corporate Partnerships

How to Apply: www.chicagobears.com/jobs

About the Role

The Corporate Partnerships Coordinator is responsible for the creation and execution of all sales presentation materials and the coordination of various activities within Corporate Partnerships, such as advertising tracking, partnership recaps, and assistance with client travel and event hospitality planning. This position plays an important role in helping the Corporate Partnerships team achieve annual revenue goals. This position will work primarily out of the downtown office – located at 123 N. Wacker Drive.

Who We Are

The Chicago Bears strive to advance our mission of winning championships by conducting ourselves with humility, integrity, and a strong work ethic. We want you to help us achieve our goals and to be part of the one of most storied franchises in all of sport. We offer our employees professional development, competitive salaries, excellent health and retirement benefits, and an environment where our talent and contributions are valued by the club and the community.

Our Commitment to Diversity, Equity & Inclusion

The Chicago Bears organization continues to deepen its commitment to establishing an inclusive, equitable work environment that reflects the diversity within our communities and fan base. We value, respect and appreciate diversity at all levels, on and off the field, and are guided by a vision of success that includes integrating diversity, equity, and inclusion into our club's DNA and culture.

Responsibilities

- Create and update all Corporate Partnerships sales decks and Sportsdigital materials. This includes the ongoing maintenance and organization of the materials within the department's shared site.
- Work closely with sales staff to understand unique needs and landscape of each potential partner to provide best-in-class presentation materials
- Provide consistent communication between sales team on inventory being pitched as well as a consistent look and feel of the Bears brand in presentation materials
- Generate partnership recap presentations monthly, annually, and as requested based on sponsorship and event data
- Utilize data and analytics resources to create case studies and develop high-impact presentations and infographics
- Work closely with Brand Creative to ensure our brand and marks are consistently presented in sales materials; serve as the liaison to Brand Creative within Corporate Partnerships
- Photograph activation displays and executed ads in stadium or at other events
- Report on independent research on assigned topics such as prospective client listings based on emerging companies, ad spenders, etc.
- Develop presentation materials related to internal projects supporting revenue initiatives related to the Corporate Partnerships and Executive Suites Department. This includes emphasis on building sales manuals, charts, previous year analysis and other related projects to help forecast future revenue and drive future success through visual aids.
- Coordinates aspects of the corporate partnerships' hospitality assets. This includes inviting VIP guests to road games & events, managing the road ticket distribution process, managing the road catering and gifting plans.



- Coordinates the logistics and management of various special events and trips as necessary
- Provides administrative support to the VP of Corporate Partnerships as well as the partnerships and suites teams. This includes but is not limited to, meeting scheduling and set-up, travel planning, and expense reporting.
- Perform other duties as assigned

Minimum Qualifications

- Bachelor's Degree in Marketing or another related field
- Minimum of 1 - 2 years of relevant experience in graphic design, sports/entertainment marketing, presentation material development or administrative support
- Specific emphasis and need for an expertise in PowerPoint, various design platforms and experience in development of presentation materials
- Strong time management, customer service, organizational and problem-solving skills
- Must be able to effectively work in a fast-paced environment and demonstrate the ability to juggle multiple competing tasks and projects while keeping key constituents in the loop
- Able to work non-traditional hours, in non-traditional settings including weekends, evenings, and holidays – all home games are required
- Demonstrated ability to work independently, use good judgment and decision-making skills
- Possess excellent, professional communication skills, including written and oral correspondence. This includes the ability to establish a rapport with other and build strong interpersonal relationships with a variety of personalities.
- Computer skills including Word, Excel, Power Point, CRM Dynamics, and Adobe Creative Suite
- Must be dependable, flexible and able to adapt to a variety of situations

This list of position functions is not all-inclusive and may be supplemented or modified.