

POSITION OVERVIEW:

The Partnership Administration Manager will contribute to the year-round support of the Corporate Partnership Sales & Activation team for the Cincinnati Bengals. This role will work alongside each member of the department and must have a thorough understanding of the departments' goals and objectives. The ideal candidate will be overtly detail-oriented and showcase a proficiency with Excel and/or similar reporting functions.

RESPONSIBILITIES:

- Administration and detailed oversight of the partnership database (currently SSB Discovery) to ensure accuracy
- Manage inventory tracking across all partnerships including management of inventory coordinators and working closely with account managers.
- Manage and deliver accurate department reports including revenue, inventory, accounts receivable and expenses on a regular cadence.
- Responsible for end of season department sales (sponsorship & suites) reporting in collaboration with organization's finance team and the NFL.
- Act as department's liaison and collaborate with internal departments (i.e., marketing, media, football operations, digital, etc.) to ensure fulfillment of partners' contracts.
- Management of department's internship program.
- Collaborate with sales and activation team members to ensure corporate partners receive a superior level of customer service.
- Assist with sponsor, marketing and/or broadcast-related projects, as assigned.
- Conduct business during non-traditional hours including evening and weekends.
- Other related duties as may be assigned.

REQUIREMENTS:

- Bachelor's degree with an emphasis in Business, Accounting or Marketing required.
- Three (3) + years of project management experience – sports sponsorship experience preferred.
- Extraordinary attention to detail, time management and organizational skills.
- Proficient in Excel and/or similar reporting functions to support detailed report management.
- Strong knowledge of MS 365, including Teams, Outlook, PowerPoint and Word.
 - Experience with Discovery CRM and Trak a plus, but not required.
- Self-motivated with strong, proven understanding of the practices and principles related to the execution of corporate partnerships.
- Supervisor/management experience a plus.
- Ability to establish and maintain strong positive working relationships.
- Ability to work weekends, nights and holidays as dictated by events or requirements.