

ELEVATE
ELEVATE SPORTS VENTURES
ACCOUNT COORDINATOR, BRAND CONSULTING

ABOUT ELEVATE SPORTS VENTURES:

Elevate Sports Ventures is a best-in-class sports, entertainment, and brand agency that provides proven and innovative solutions in hospitality and partnership sales, marketing, data and analytics insights, and brand representation to organizations across the global sports and entertainment landscape. Formed in partnership between the San Francisco 49ers, Harris Blitzer Sports & Entertainment (HBSE), Oak View Group (OVG), and Ticketmaster/Live Nation in 2018, Elevate is spearheading the most prestigious and dynamic new stadium and redevelopment projects in the world, including the Seattle Kraken's Climate Pledge Arena, the New York Islanders' UBS Arena, and Co-op Live in Manchester, England. Highlights among 30+ other clients and current projects include the USGA, USTA, St. Louis CITY SC, FIFA World Cup 2022, and EuroLeague Basketball.

ACCOUNT COORDINATOR, BRAND CONSULTING – OVERVIEW:

This role sits on Elevate Sports Ventures Brand Consulting team. Brand Consulting is a new vertical for Elevate SV and will focus on consultative services and building platforms/programs within sports, entertainment and lifestyle marketing with domestic and international brands. As part of this, Elevate is committed to building greater diversity, equality and inclusion within our organization and in the programs we create for our brand partners.

A successful candidate will be a proven team player, very proactive, a problem-solver, exceptionally organized and have a strong attention to detail. The individual must thrive in a fast-paced, rapidly evolving environment, be eager to take on new challenges and opportunities, as well as transition across many different functions based on the needs of the business.

RESPONSIBILITIES:

- Support the Chief Client Officer and Brand Consulting VP in a variety of projects to launch the new vertical
- Project management of programs or elements of brand programs
- Support the work through the development and use of project management tools, including GANTT charts and RASCIs
- Development of account service-related documents such as meeting agendas, meeting reports, project briefs, proposals, program recaps and other client communications and correspondence
- Real-time industry knowledge and relationships in sports + entertainment
- Basic knowledge of how to interpret and use data in the formation of client-related insights
- Maintain current work-in-progress records and archives of past project information as appropriate
- Develop and maintain a working-level understanding of assigned client's industries, culture, products/services and key initiatives
- Support new and organic business opportunities
- Work with the Elevate Business Analytics and Insights teams to prepare detailed brand/industry overviews around new client opportunities
- Assist the VP of Business Development in maintaining CRM tools
- Assist in the logistics and onsite management of client activations in and around events

QUALIFICATIONS:

The qualifications listed below represent the credentials necessary to perform the essential functions of this position. To be successful in this position, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

- Bachelor's degree
- 1 to 2 years of industry experience

B. Knowledge/Skills/Abilities

- A curiosity mindset
- Strong Microsoft Office skills, including Excel and PowerPoint
- Experience creating and/or managing project management tools, such as GANTT charts
- Excellent presentation and communication skills
- Exceptional organizational skills and attention to detail
- Strong work ethic
- Ability to build strong relationships internally and externally and work on multi-disciplined teams

WORKING CONDITIONS***Location***

- Charlotte, NC

Travel Requirements

- Some travel required

Work Environment

- Office

This position is open to all qualified candidates. If you need assistance or an accommodation due to a disability in connection with the application process, you may contact us at HR@elevatesv.com.

We are proud to be an equal opportunity/veterans/disabled/ LGBT employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment is decided on the basis of qualifications, merit and business need, without regard to race, color, religion, gender, sexual orientation, national origin, disability status, protected veteran status, genetic information, or any other characteristic protected by applicable law.