

FRESNO SPORTS & EVENTS, LLC
JOB DESCRIPTION

Job Title: Manager, Corporate Partnership Services

Department: Corporate Partnerships

Reports to: VP, Sales

Status: Non-Exempt

Date: September 2019

Position Summary: This individual will be responsible for the successful execution of all contractual elements and obligations of the Fresno Grizzlies corporate partnership agreements including, but not limited to:

Duties and Responsibilities:

1. Oversee the day-to-day servicing operations of all corporate partnership accounts including:
 - a. Processing corporate partnership agreements
 - b. Keeping accurate records of all corporate accounts
 - c. Managing partnership database, CRM, and weekly/monthly overview reporting
2. Work closely with other departments including marketing, operations, community engagement, and ticketing to facilitate partner entitlements
3. Establish long-term relationships with key personnel of our corporate partners
4. Gather sponsor artwork, radio copy, public address scripts, television entitlements, logos, print collateral and other relevant items needed to execute the agreements
5. Proof all materials featuring partners' names or logos for correct usage (print ads, website, TV/radio spots, etc.)
6. Work with corporate sales team members to develop sponsorship proposals via Digideck and attend presentations as requested
7. Manage and oversee the sponsorship signage inventory and update department regularly on available assets production deadlines, etc.
8. Actively brainstorm and search for new and creative sponsorship opportunities
9. Assist with development of creative collateral for our partners, as needed (PA, live reads, etc.)
10. Help facilitate ticket requests and distribution to our partners
11. In conjunction with marketing dept., ensure digital and social media entitlements are met
12. Ensure accurate documentation of partnership entitlements, including photos, screenshots, frequency reports, affidavits, etc.
13. Monitor status of designated MiLB partnerships and submit required documentation
14. Manage the Proof of Performance process both in-season and post-season
15. Supervise one (1) Coordinator, Corporate Partnership Services
16. Oversee sponsorship signage production and installation
17. Provide superior customer service in an effort to strengthen partnerships with all existing clients
18. Use creativity to think outside-of-the-box to provide added value for partners
19. Attend, actively participate in, and provide updates at weekly corporate partnership meetings, marketing meetings, and other department meetings as needed
20. Stay updated on industry best practices in regards to partnership activation
21. Gameday Responsibilities:
 - d. Expectation is to work a select number of games, including weekends (max of 70)
 - e. Participate in gameday operations meetings
 - f. Review gameday scripts, rundowns, etc. to ensure accurate partner recognition

- g. Work in concert w/ Gameday Entertainment Manager to provide direction to the promotional team, particularly in regards to corporate partnerships
 - h. Assist w/ photographs and other miscellaneous gameday duties in absence of Partnership Activation Coordinator
22. Assist executive management with additional projects as assigned

Education, Qualification, & Experience:

- Bachelor's degree plus two (2) years full-time directly related work experience
- Supervisory experience preferred
- Experience in sports industry preferred
- Excellent customer service ability
- Proficient in Microsoft Office
- Experience with Adobe Photoshop and Illustrator preferred
- Excellent problem-solving ability
- Ability to work effectively on an individual basis and within a team framework
- Ability to handle multiple projects, meet deadlines and achieve objectives
- Strong planning and organizational skills
- Strong communications skills, both verbal and written
- Superior attention to detail
- Ability to maintain a professional business image

Compensation: Pay is based on experience

- Health benefits the first of the month following thirty (30) days of continuous full-time employment
- 401K option is available after one year of continuous full-time employment

Changes: This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

ADA/FEHA: The Company will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California's Fair Employment and Housing Act.

EEO: The Company is an equal employment opportunity employer.

Certification:

I hereby acknowledge receipt of this job description. I have been allowed to ask – and have received answers – to any questions I had regarding the job description. I fully understand this job description. I understand that my employer may revise this job description, at its sole discretion, at any time. Furthermore, I also understand that my employer may assign additional job duties as needed. I certify that I am fully qualified to perform the position described and can, with or without reasonable accommodation, perform the essential functions of the position. I understand that employment with the Company is considered "at-will". Neither I, nor the Company, is committed to continuing the employment relationship for any specific term. Either I, or the Company, may terminate the employment relationship at any time, with or without cause and with or without not