

**Position Summary**

The Corporate Partnerships Assistant position will assist with corporate partnerships for Tepper Sports & Entertainment partners of the Carolina Panthers and Charlotte FC.

**Primary Responsibilities**

- Assist in the planning and execution of Corporate Partnership programs and events.
- Coordinate activation activities and elements across multiple corporate partners.
- Assist in monitoring Corporate Partnership activities and provide reporting on an as-directed basis.
- Work alongside Corporate Partnerships team to execute sponsor recap processes.
- Work alongside Corporate Partnership Sales Executives and Brand and Consumer Marketing team to support partnership sales efforts.
- Plan and attend select Corporate Partnership activation events.
- Conduct prospecting and intelligence efforts to support outreach by Corporate Partnership Sales Executives.
- Other duties as assigned.

**Minimum Qualifications**

- Bachelor's degree in a related field.
- At least one (1) year of relevant experience.
- Must have valid driver's license.
- Must pass pre-employment screens.
- Must be able to handle confidential, privileged, and/or sensitive information carefully and with sensitivity.
- Must be flexible to work evenings and/or weekends and all Carolina Panthers, Charlotte FC, and Stadium events, including events held on weekends, nights, and holidays

**Preferred Qualifications**

- Previous sports-related corporate partnerships experience on the professional or collegiate level.

**Essential Functions**

- Must be a team player who works well with others in a dynamic environment, and consistently displays a positive, can-do attitude.
- Must have strong customer service and interpersonal skills.
- Must be a self-starter who exhibits strong work ethic, reliability, and dependability.
- Must have a strong interest in corporate partnerships.
- Must be proficient in Microsoft Office product suite and Microsoft Teams