

## **Title:** Manager, Premium Partnerships Sales, Service, and Operations

### **Summary:**

The position is responsible for planning, implementing, and executing various Premium Partnerships sales and service initiatives across the organization including but not limited to Business Intelligence, Marketing, Legal, and Sponsorship. The ability to handle multiple tasks, think critically, and work cross functionally while meeting deadlines will be vital to ensuring efficiency for the Premium Sales and Service team.

### **Essential Responsibilities:**

- Participate in sales activity and provide guidance on the sales positioning, prospecting, and qualifying of potential clients
- Generate and distribute various internal reports that analyze financial forecasting, sales campaign progress, and sales rep efficacy
- Administer the Premium Partnerships department's CRM system to ensure a streamlined user experience, maintain asset inventory, and automate repeatable administrative work
- Leverage available technologies to uncover B2B market trends and develop category insights in collaboration with the Business Intelligence, and Marketing departments
- Liaise with the Legal department on all suite contracts
- Manage the single game suite rental business and all related service deliverables
- Coordinate with Corporate Partnerships department on execution of all suite assets for sponsorship contracts
- Ability to work nights and weekends as needed for partner events, all Jets home games, and third-party events held at MetLife Stadium
- Excellent relationship building and interpersonal skills, with the ability to interact effectively with internal and external clients at all levels of an organization
- Assist with the operations and servicing of all annual Premium Partners

### **Qualifications:**

- Bachelor's Degree with a preferred focus in business administration, sales, marketing sports management or similar concentration
- 5-6 years of professional experience working in a sales environment, specifically within the professional sports industry
- Experience using and administering Dynamics CRM, Archtics, and Microsoft Office
- Proven ability to lead and complete cross functional projects according to scope and timeline
- Self-starter who learns new concepts quickly with the ability to manage time and prioritize work
- An ability to identify problems or gaps in a process and determine practical solutions