

## **Job Summary:**

Player 15 Group includes several companies and many collaborative departments that support the Phoenix Suns, Phoenix Mercury, and Footprint Center.

Would you like to win championships and create sustained success? Player 15 Group is looking for individuals who are committed to pursuing excellence, win championships, create sustained success and desire to play a role in creating memorable experiences.

We are seeking an experienced and highly motivated **Partnership Strategy & Service Coordinator** to assist team members with managing the corporate partnership portfolio for the Phoenix Suns, Phoenix Mercury, and Valley Suns. This role focuses on supporting account management, activation, and client service efforts to ensure exceptional value delivery to partners. Working closely with Account Managers and senior team members, this coordinator will play a critical role in executing sponsorship deliverables, assisting with day-to-day operations, and contributing to the success of partner relationships.

This position is ideal for an individual who is highly organized, detail-oriented, and eager to grow in the sports and sponsorship industry.

## **What You Will Do:**

- Assist in the execution of sponsorship agreements, ensuring timely delivery of all contracted assets and deliverables.
- Maintain detailed documentation of partnership activation plans in the Player 15 Group CRM (KORE Activate), including tracking asset fulfillment and updating timelines.
- Support the development of partner activation materials, including presentations, reports, and recaps.
- Coordinate logistics for in-arena signage, digital campaigns, and in-game activations to ensure seamless execution.
- Monitor and report on activation progress, identifying potential issues and recommending solutions.
- Act as a point of contact for assigned partners, providing regular updates and addressing any day-to-day needs.
- Prepare and deliver Monthly Pulse Reports, Bi-Annual Recaps, and Year-End Recaps for partners.
- Support senior team members in conducting partner meetings and strategy sessions, ensuring follow-up actions are executed promptly.

- Assist in drafting correspondence, proposals, and other partner-facing documents.
- Enter and manage partnership-related data in CRM systems to ensure accurate record-keeping.
- Help collect and analyze data on partnership performance, providing insights to optimize ROI and improve activation strategies.
- Contribute to the preparation of internal and external reports, including post-activation performance summaries.
- Collaborate with cross-functional teams, including Marketing Solutions, Operations, and Finance, to support the execution of partner objectives.
- Participate in brainstorming sessions to contribute creative ideas for partner activations and solutions.
- Assist with inventory management and asset allocation to ensure proper utilization.
- Organize and maintain partner-related files and materials for easy access by the team.
- Support event planning and execution, including coordinating partner hospitality and experiences.

- Assist in preparing for team and client meetings, including scheduling, agendas, and note-taking.
- Other duties as assigned.

### **What We Need From Our Partnership Strategy & Service Coordinator:**

- Proficiency in Microsoft Office (Excel, PowerPoint, Word) and familiarity with CRM systems (e.g., KORE) is a plus.
- Strong organizational and multitasking skills, with an ability to manage competing priorities effectively.
- Excellent written and verbal communication skills, with the ability to interact professionally with clients and internal stakeholders.
- Meticulous attention to detail, particularly in managing data, timelines, and deliverables.
- Positive attitude with a willingness to learn and collaborate in a fast-paced environment.

### **Experience/ Education Requirements:**

- 1-2 years of experience in sports sponsorship, event management, marketing, or a related field is preferred. Internships or part-time experience in the sports industry is a plus.
- Bachelor's degree in Marketing, Sports Management, Business, or a related field.

### **What You Can Expect:**

The work environment characteristics described here are representative of those that must be met by **Partnership Strategy & Service Coordinator** to optimally perform the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to transit throughout the arena for long periods of time.
- This position works mainly indoors, removed from extreme weather; exposure to weather is <5%
- S-Sedentary Work – Exerting up to 10 pounds of force occasionally.
- Must be able to carry on a conversation both on the phone and in-person.
- Ability to Read, Write & Speak in English
- Wide range of full-time benefit options including

- Medical, Dental and Vision coverages
- Life and Disability options
- Vacation, sick and holiday leave programs
- In-arena work requirements with the potential of hybrid schedules based on each role and department.
- Perks:
  - Discounts at Fanatics Team Shop
  - Tickets available for Phoenix Suns and Phoenix Mercury games
- Visit our [Culture](#) page to learn more about our culture and work environment

*Player 15 Group is committed to employing a diverse workforce. Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status, or disability.*

*Please note this job description is not crafted to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

*For questions about this career opportunity, please contact the People & Culture Recruiting team at [recruiting@suns.com](mailto:recruiting@suns.com)*

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