



Opening Date: 5/29/19
Closing Date: Open Until Filled

Vacancy Announcement #56-19 Manager, Partner Support

SALARY: NEGOTIABLE

DC Residents Preferred

EVENTS DC

Engage, Excite, Entertain.

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

SUMMARY DESCRIPTION

The Manager of Partnership Support is responsible for providing administrative and other support to help drive growth of the Corporate Partnerships Department that includes supporting outreach efforts to cultivate new relationships with partner organizations, delivering world-class customer account management services to clients, and coordinating the delivery of partnership entitlements to support SED Special Events.

This position reports to the Director of Corporate Partnerships in the Sports and Entertainment Division.

EXAMPLES OF WORK ASSIGNED

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical in assignment.

Research Potential Partners and Sponsors

- Monitor relevant industry trends
- Develop a target list of partner prospects in key industry verticals
- Research contact information for key decision makers
- Conduct online and other research to highlight a prospect's current business and marketing objectives in the Washington DC market

Qualify Partnership and Sponsorship Leads

- Reach out to partner prospects through phone calls, emails and social media to introduce them to Events DC – Sports and Entertainment Division
- Schedule initial phone and/or face-to-face meetings for Director, Corporate Partnerships

Support the Development of Sponsorship Sales Tools

- Produce and/or edit pitch decks for customized partnership presentations using PowerPoint or similar application
- Maintain a library of PowerPoint slides to use for partnership presentations
- Gather and distribute follow-up materials for potential/current partners
- Serve as subject matter expert for the SED CRM System including
 - Championing adoption of the CRM tool across the SED Division
 - Inputting all contact information for partner prospects and clients
 - Maintaining detailed tracking and reporting of outreach efforts
 - Creating and running customized sales pipeline reports

Provide Account Management Support for Key Partners

- Coordinate with SED teams to oversee execution of recognition, activation, special access and other sponsorship benefits to ensure 100% fulfillment of sponsorship entitlements for all SED Special Events
- Ensure all sponsorship agreements are fully executed, invoiced and payments received; coordinate with internal legal and finance teams
- Field incoming client questions and requests for support

Provide Other Department Administrative Support As Needed

- Design, create, and execute event-specific survey instruments to capture attendee information and feedback
- Design and create sponsor-specific post-event recap reports
- Aggregate survey results in a clear, consistent format to include in the event recap report
- Coordinate with the SED Administrative Operations Manager to manage SED's Hospitality Assets including monthly tracking, distributing event-specific invitations, tracking RSVPs, and ensuring that SED maximizes all hospitality assets across all partnership relationships
- Create an up-to-date list of Events DC events.

CORE COMPETENCIES (FUNCTIONAL MANAGER STAFF)

- Financial Awareness
- Strategic Thinking
- Project Management
- Operational Effectiveness
- Job Knowledge and Technical Expertise

SKILLS, KNOWLEDGE AND ABILITIES

- High energy, resourceful, flexible and positive attitude
- Proven ability to work in a fast-paced, entrepreneurial environment
- Proven ability to be a proactive thinker who can handle multiple projects at once
- Excellent organizational, administrative and problem-solving skills
- Excellent customer relationship management skills
- Ability to understand market and business trends and how it relates to Events DC's mission and objectives
- Ability to express ideas and convey information effectively, both orally and in writing.
- Ability to work independently and as part of a team.
- Ability to establish and maintain effective working relationships with colleagues, management, and clients/prospects

MINIMUM QUALIFICATIONS

- Bachelor's Degree in related field (Business Management, Marketing, or Equivalent)
- Minimum of 3 years' experience in Sales Support, Sponsorship Support, Customer Account Management, or Strategic Partnership Support
- Must be well-versed in Microsoft Office (Word, Excel and Power Point)
- Familiarity with CRM systems and sales pipeline management preferred

REQUIREMENT

- All positions require candidates to successfully complete our background screening process

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW

Monday – Tuesday and Friday – 7:00 a.m. – 11 a.m.

Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC
Human Resources Department
801 Mount Vernon Place, NW
Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.