



## JOB SEARCH POSITION DESCRIPTION

**Title:** Account Manager  
**Reports to:** Chief Marketing Officer  
**Process:** Submit Resume to [www.TurnkeySE.com](http://www.TurnkeySE.com)

Turnkey Search has been retained to find two (2) experienced and passionate sponsorship activation executives to be Account Managers. For more information on the client and organization, please submit resume to [www.TurnkeySE.com](http://www.TurnkeySE.com).

**Any interested candidates should contact Turnkey Search directly.**

### **SUMMARY:**

The Account Manager will be responsible for relationship management, on-site event management, development of sponsorship promotions and providing exemplary service to partners. The Account Manager will direct the development of all partner-related business plans and partner activities and further develop, maintain and increase the level of service and support received by the partners.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This person will be responsible for managing all efforts of the brand's partnership marketing including, but not limited to:

- Oversee and manage the administration and fulfillment of all contracts for assigned sponsor account and provide the highest level of account service.
- Develop, enhance and grow relationships with assigned sponsor account and related agencies.
- Manage the fulfillment of all contractual obligations for assigned sponsor account.
- Manage the identification, creation and presentation of opportunities to further grow the partner's relationship.
- Engage, help, develop, encourage and support promotional activation of sponsor account.
- Drive the conceptualization and delivery of marketing and promotional programs for partner.
- Implement retail activation elements, advertising, public relations, promotions, special events, affinity programs, hospitality and community outreach programs.
- Drive the conceptualization and delivery of licensing programs, corporate hospitality programs and special events for partner.
- Work with the Chief Marketing Officer on sponsorship renewal development and negotiations, as applicable.

**QUALIFICATIONS REQUIRED:**

- A minimum of 5 years of related business experience in sports/event sponsorship, promotions, marketing, relationships management and client servicing.
- Experience in sponsorship activation at a collegiate property strongly preferred.
- Demonstrated success managing and facilitating multiple, diverse stakeholders.
- Superior relationship building and problem solving skills.
- Must be a team player with a positive attitude and a high degree of integrity.
- Excellent oral and written communication skills.
- Strong presentation skills.
- Must possess the ability to multi-task in a fast-paced environment.
- Proven success in delivering and executing integrated sponsorship programs.
- Ability to develop and maintain relationships with key contacts and executives within current partners and agencies.
- Familiarity with project management and CRM.
- Very strong skills in MS Office, especially Outlook, Excel and Power Point.
- Availability to travel, including nights and weekends.
- Bachelor's Degree required.