



GOAL

The Corporate Partnership Activation Manager is responsible for managing the execution of all sponsor and membership benefits while managing and cultivating positive relationships with corporate partners to provide successful and timely implementation of all contractual elements, maintain constant communication and quality experiences which result in renewals and retention.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead special projects, create and manage customized client specials/events including logistical planning needs, and manage client promotional events both on and off-site.
- Manage all ticket subscription accounts, ticket fulfillment, requests and exchanges with Box Office.
- Manage the preparation and processing of all corporate client and partner invoicing, payments, credit memos and collections in Solomon/Microsoft Dynamics SL software.
- Generate accounting reports, manage department credit cards, monitor department expenditures and assist in fiscal year budget process.
- Maintain accurate and updated records of all sponsor contacts and their benefits.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive partnership management experience, significant relationship building skills, and ability to provide superior client services with a high level attention to detail.
- Demonstrated knowledge in the planning, development, implementation and management of comprehensive sponsorship programs in a complex corporate environment.
- Thorough knowledge of the mechanics of marketing the arts including advertising placement, print and distribution management and a thorough understanding of ticketing and box office procedures.
- Exhibits appropriate, professional, and corporate demeanor, considerable tact and courtesy when interacting with members of the public in a variety of situations.
- Effectively multitasks, set priorities, shift priorities, and adapts to changes in situations.
- Communicates effectively, both verbal and written, in English.
- Works effectively and positively in a fast-paced environment and meet deadlines.
- Able to work a flexible schedule including nights, weekends, and holidays as needed.
- Skilled in the use of Windows based programs.

REQUIRED EDUCATION AND EXPERIENCE

- BA/BS or any equivalent combination of training and experience.
- Marketing/Branding/Sponsorship and sales experience preferred.

If you are interested in this opportunity, please submit your resume to corpmanagersearch@browardcenter.org.