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Senior Partnership Manager

About the Green Sports Alliance

Founded in 2010, the Green Sports Alliance is a national non-profit organization with a mission to help sports teams, venues, and leagues enhance their environmental performance. The Alliance inspires professional sports leagues, college conferences, sports governing bodies, colleges, teams, venues, their partners and millions of fans to embrace renewable energy, healthy food, recycling, water efficiency, safer chemicals and other environmentally preferable practices. Alliance members represent over 400 organizations and fans representing 17 leagues in 16 countries. The Green Sports Alliance is based in Portland, OR and is a fast-growing organization that is making a meaningful difference in the sports industry and for the environment.

Job Description

The Senior Partnership Manager has both internal and external facing responsibilities, ranging from client and business management—business development, sales, strategy, high-quality client delivery, events—to oversight of partnerships and members, in both sports and corporate sectors. This position reports to the Executive Director and will work closely with them to chart opportunities for partnership growth, execution, and servicing; and sponsorship sales strategy, development, and acquisition.

Preferred Experience

- Business development, sales, and marketing with marquee brands and clients.
- Multifaceted understanding of sustainability as an economic, social, and political consideration.
- Practical experience and knowledge pertaining to the Alliance's seven program areas of energy, food, procurement, transportation, venue, waste, and water; experience in a sports and/or venue context.
- Experience or familiarity with developing compelling value propositions, based on industry trends, innovation and membership feedback.
- Functional sustainability integration experience for venues, built spaces, and other environmental stewardship considerations across complex projects.
- Experience working with or for sports teams, leagues, and/or clubs.
- Research and publication history around sustainability, social, and/or cause marketing or other socially oriented corporate social responsibility capacity.
- Functional understanding of international sport and familiarity with international sport governance.

Responsibilities

Partnership & Sponsorship Management

- Support development of funding and partnership proposals and sponsorship contracts. Develop partnership and sponsorship processes/protocols.
- Lead and manage sponsorship sales and contract execution and fulfillment for events and assets (playbooks, webinars, etc.). Coordinate with subcontractors and consultants to execute contracts, as applicable.
- Provide high-quality customer service approach; maintain positive, professional, and engaged relationships with partners and sponsors.
- Continually research and identify new potential partners/sponsors and opportunities to enhance existing relationships.

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- Tracking and maintaining partner records, contracts, and ensuring timely execution of quality deliverables.
- Support financial planning pertaining to partnership grants, sponsorship and membership dues structure, with input from Member Services Manager.

Strategy & Organizational Management

- Contribute to the development of the Alliance's strategic goals and objectives for partnerships and sponsorships, as well as the overall management of its varying partners.
- Contribute to the development and support of the partnership systems, ensuring all projects, initiatives, programs and communications align with the greater vision and objectives of the Alliance.
- Support the Executive Director and Director of Operations in development of annual and departmental budgets pertaining to expenses associated with partnerships and revenue generation via partnerships and sponsorships and collaborate with Member Services Manager regarding budgets for membership revenue.
- Represent Alliance at industry meetings, conferences, events, partner engagements, etc.

Membership Management

- Work alongside Member Services Manager and Alliance staff to support all aspects of membership services (particularly in the context of Corporate Members) including, but not limited to:
 - Ensure positive membership experience for all new members (i.e., recruitment, onboarding, and ongoing account management)
 - Ensure tracking of all aspects of membership and use of the data to inform future direction and strategy.
 - Evaluate membership benefits and assets offered, receive input to continually improve membership value.
 - Facilitate communication and sharing of better practices and challenges faced among members, NGOs, and corporate partners.
 - Provide support (and potentially lead) the Corporate Members Network Committee.
 - Manage the planning and implementation of strategic outreach to potential members and new member segments.
 - Provide input and guidance to elements of member-specific programming in alignment with program-related campaigns and initiatives.

Other

- Support content development for Alliance assets including, but not limited to, Green Sports Alliance Summit, events, webinars, Playbooks, blogs, emailers, social media, website, etc.
- Project management and support for various tasks (e.g., Playbooks, events, etc.)
- Administrative support

Desired Qualifications

- Bachelor's Degree required.
- MA or MBA preferred.
- 4-6 years or more experience in a senior position for a non-profit organization, foundation, government agency, sustainability and/or sports-focused business preferred.
- Track record delivering superior results and assuming leadership roles.
- Outstanding communication, interpersonal, and presentation skills are essential.
- Self-starter, self-disciplined with success in roles requiring execution of multiple tasks while responding to multiple priorities.
- Demonstrated ability to build and maintain relationships with a wide array of stakeholders.
- Knack for thinking strategically and anticipating future consequences and trends.



- Ability to exercise tact and diplomacy in organizational settings.
- Proven ability to work with efficiency, flexibility, and good humor.
- Knowledge of environmental issues and sustainable business practices. Ability to advise on and develop sustainability related content.
- Considerable knowledge of and ample experience in strategic planning, budgeting, market research, sales, marketing, relationship building and management, and negotiation skills and techniques.
- Proven track record of managing membership budget, setting membership and revenue goals, and anticipating growth and development needs.
- Experience maintaining accurate records and databases.
- Capacity to think outside of the box, be creative, and easily adjust to shifting expectations and workflows, while demonstrating outstanding organizational skills and setting priorities.
- Willingness to go above and beyond the call of duty and work beyond the standard hours of business.
- Demonstrate commitment to and knowledge of the mission and work of the Green Sports Alliance.
- Must possess a high degree of proficiency and experience with Microsoft Office including Word, Excel, PowerPoint, and Google Apps. Significant experience with CRM systems and mass email systems preferred. Experience with WordPress a plus.

Compensation

This is a full-time, salaried position based in Portland, Oregon with some travel required. Remote candidates may be considered.

Salary range: \$60,000+ negotiable based on experience, plus excellent benefits.

Details & Application Process

Green Sports Alliance is committed to workplace diversity and inclusion. We are equal opportunity employers and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.

Multilingual candidates are encouraged to apply. Applicants with experience as collegiate or professional athletes encouraged to apply.

Please, no phone calls or in-person resume drop-offs. Please reference where you saw this posting in your submission email.

To apply, please send your cover letter and resume to jobs@greensportsalliance.org by **Friday, September 20, 2019**.