

## Manager, Sponsorship Sales

The **Manager, Sponsorship Sales** contributes to the success of the Chicago Zoological Society by supporting the Society's financial sustainability through revenue-generating fundraising programs by achievement of sponsorship sales goals that will be reached by researching, communicating, negotiating, contracting, and fulfilling partnership connections.

As the Manager, Sponsorship Sales you will use your experience **developing relationships with local and national corporations** to engage with current sponsors and research new prospects to **grow and diversify** our sponsorship program. **Sponsorship opportunities include event, attraction, and programmatic sponsorships; static and digital signage campaigns; on-site activation including sampling; and promotional and cause-related marketing programs.** This is a visible position, interacting with various internal departments and the Society's entire range of external constituencies. The successful candidate will be self-motivated, creative, flexible, confident, goal oriented, and enjoy working in a dynamic environment.

Primary Duties and Responsibilities:

- Serve as a key member of the Development team by supporting the **generation of sponsorship sales** revenue to achieve annual goals. **Establish and steward sponsorship-related partnerships** by identifying prospects, researching potential leads, identifying marketing interests and revenue opportunities, **preparing proposals, pitching ideas, negotiating contracts, closing sales**, and **preparing and fulfilling contracts**. Foster positive relationships with existing and new sponsorship partners.
- Responsible for successful solicitation efforts. **Achieve and exceed assigned revenue goals** each year. **Research portfolio of prospects and clients** to understand market and industry trends and fill the sales pipeline with new contacts and leads.
- Utilize telephone solicitation as well as electronic and written communication to secure meetings and engage prospects and clients. **Develop customized partnership programs** that address client's needs. **Negotiate contracts** in accordance with Society policies and oversee contract execution and administration.
- **Identify creative opportunities to grow the available inventory of sellable assets**, while ensuring asset valuation is up to date.
- Provide excellent customer service and **foster strong business relationships** throughout the sponsorship cycle. Oversees **sponsorship activations and event participation** to ensure positive engagement and event success.
- **Prepare weekly sales reports, contracts, recaps reports, and budget documents**, as needed.
- Other related duties as assigned.

The requirements for this position include the following:

- Bachelor's degree in Communications, Business or related field required or eight years of equivalent training/experience. High school diploma or (GED) equivalent.
- Four years of relevant sponsorship, marketing sales, and/or fundraising experience.
- History and record of negotiating and closing new sponsorship deals, multi-year deals, and renewals.

- Experience in developing relationships with local and national corporations. Ability to establish, interact effectively, and maintain strong rapport and positive relationships with a warm, amiable personality. Ability to nurture, engage, maintain and grow positive relationship Track record of being proactive with respect to institutional evaluation, needs, and activities.
- Ability to deal with emergent issues, multiple projects, and clients simultaneously. Ability to meet critical timelines/key date schedules.
- Strong communications skills required, including verbal, written, and effective listening skills. English fluency at a full professional proficiency.
- Strong computer skills required. Experience with a variety of software applications including Microsoft Word, Excel, PowerPoint, and Outlook.
- Strategic in orientation, proactive, persistent, and helpful.
- Solid analytical and proven decision-making skills required.
- Must be self-motivated, flexible, confident, goal oriented, and enjoy working in a dynamic environment.
- Cultural competency; experience and/or ability to work and interact effectively with a diverse, multicultural audience.
- Valid driver's license is required at time of hire. Illinois residents must possess a valid Illinois driver's license or obtain one within 90 days of hire. Valid out-of-state driver's license is required for out-of-state residents.

#### Preferred Qualifications:

- Multilingual ability and/or Spanish fluency a plus.
- Experience with Raiser's Edge and/or other customer service database management programs.
- Working or general knowledge of the non-profit IRS rules of sponsorship a plus.

Additional Information: This position description summarizes the primary duties and functions of this position, but should not be considered a complete listing of every duty the incumbent may ever be called upon to perform. This is a visible position, interacting with various internal departments and the Society's entire range of external constituencies. In order to understand how activities affect operations, incumbent is required to gain an intimate understanding of the Society, its mission, vision, values, and operating philosophies. Position requires organization, management, and communication with partners to close sales, generate revenue, and secure client renewals. Incumbent must enjoy a challenge, be passionate about his/her work, and have a commitment to excellence. Workweeks of 45+ hours are not unusual. Position involves staffing events on weekends, evenings, and holidays as needed. Some early mornings or late evenings may be required.

The Chicago Zoological Society is an Equal Opportunity Employer.

This is a full-time salaried role that offers a comprehensive benefits package including health, dental, 401(k) with employer match, generous PTO time and many other [benefits](#). Starting salary range for this position is \$85,000 - \$86,000 annually.

*Related search/key words: sponsorship, corporate sponsorship, marketing, sponsorship sales manager, special events, prospects, sponsorship prospects, marketing programs, fundraising, development, philanthropy, philanthropic, development fundraising, sponsorship activation, on-site activation.*

If interested in being considered for this opportunity, please visit the CZS Career Center to obtain more details about the position and to apply by submitting your profile. Please visit our website at [www.czs.org/careers](http://www.czs.org/careers). Please use the Advanced Search feature to look for requisition number [2539BR](#).