

Arizona Center for Nature Conservation
The Phoenix Zoo

Job Title: **Sponsorship Manager**

Department: Marketing & Communications

Supervisor: Director of Marketing & Communications

Supervises: Marketing & Sponsorship Specialist

FLSA Status: Full Time; Regular; Exempt

Class Code: C53/C61

General Statement:

The Sponsorship Manager is responsible for generating revenue by connecting corporate partners to the Arizona Center for Nature Conservation (ACNC) mission. This sales-oriented position works to provide unique marketing and promotional opportunities that align with the ACNC's mission. The Sponsorship Manager is directly responsible for pursuing and securing sponsorships as well as facilitating and fulfilling deliverables of sponsorships. The Sponsorship Manager will also oversee the Marketing & Sponsorship Specialist responsible for sponsor fulfillment and general marketing projects.

Essential Duties:

- Provide quality guest service to both internal and external guests by maintaining a WILD (friendly, helpful, positive and professional) working attitude and appearance.
- Support and promote the ACNC's mission of advancing the stewardship and conservation of animals and their habitats while providing experiences that inspire people and motivate them to care for the natural world.
- Generate revenue by developing, securing, and managing corporate funding, and sponsorships of the ACNC's exhibits, special events, experiences and programs.
- Identify, cultivate, solicit, secure and steward corporate prospects for each of the Zoo's annual community events, special fundraising events, onsite sampling opportunities, educational programs, guest experiences and co-promotions.
- Develop customizable sponsorship proposal templates, cross-promotional agreements and promotional copy along with program overview documents to use in solicitations.
- Create and oversee Marketing & Sponsorship Specialist to facilitate innovative and informative event and cause-related marketing opportunities.
- Prepare timely sponsorship recaps to engage repeat or multi-year sponsorship commitments.
- Collaborate with Development, Special Events, Guest Services, Membership, Group Services, and Education to develop and maintain a comprehensive inventory of the ACNC's corporate funding opportunities, defining associated benefits and appropriate recognition/naming.
- Collaborate with Development to identify and pursue in-kind donation opportunities.
- Develop and maintain long-term relationships with corporate sponsors and donors.
- Collaborate with other business units to meet the ACNC's overall revenue goals and objectives.

This is by no means an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs, or technological developments.)

Qualifications:

- Bachelors degree in business, marketing, or related field.
- Minimum 7 years of marketing, sponsorship, media sales, or similar experience.
- Excellent verbal and written communication skills.
- Strong sales skills and ability to effectively secure corporate funding within the community.
- Strong self-motivation and ability to provide quality customer service to both internal and external guests.
- Possession of valid driver license.
- Ability to pass pre-employment background and DMV check, and drug test.

To apply, please visit: <https://www.phoenixzoo.org/careers/>

Résumés are not accepted for any ACNC position without an accompanying application. While postings may remain on outside sites for longer, once a job is removed from the Phoenix Zoo career site, it is closed and we will no longer accept applications. If you are a top candidate for a current opening, we will contact you within a few weeks of the position closing.

Unfortunately, due to the number of applications and résumés we receive, we are only able to respond to those applicants who best match our current openings.