Position Overview

The Corporate Relations and Business Development Manager is responsible for helping corporate and organizational partners meet their business goals in partnership with SFPE. This sales and business development position includes building and strengthening industry relationships to recruit sponsors and corporate partners, developing event marketing opportunities, and managing SFPE brand-building opportunities, while ensuring that SFPE offerings align with current and future market demand. The position will report to the Director of Community Engagement, Marketing and Communications.

The Corporate Relations and Business Development Manager position offer flexibility in place and time of work. The position can be done remotely or from SFPE headquarters, and flexibility in working hours to address the needs of a global position. The position offers the opportunity for growth and advancement with successful delivery.

Functions

- Serve as the lead on the sales, corporate relations, and business development opportunities for the Society, with initial efforts focused on building partnerships and sponsorships at select global events, recruiting/retaining corporate partners, etc.
- Develop/manage sponsor and partner value proposition and related offerings through SFPE that align with market demand and other industry opportunities; advise on Corporate 100 and SFPE Foundation offerings/benefits.
- Attend SFPE events and other industry meetings/conferences/events to strengthen industry relationships, promote SFPE offerings, and recruit partners.
- Maintain active prospect/partner database contacts, focus on growing new prospect outreach and development, and cultural sensitivity/awareness to grow partnerships internationally.
- Manage process for the creation of contracts/invoices; manage annual budget and provide regular reports.
• Manage recognition efforts to ensure partners receive appropriate exposure opportunities; coordinate receipt of all physical and digital assets, trafficking/coordination of files, and reporting of data to partners.
• Work with the SFPE staff to manage opportunities and coordinate details, as appropriate.
• Coordinate/liaise with other organizations that sell on behalf of SFPE.
• Other related duties and assignments as required.

Position Requirements

• Bachelor’s degree preferred plus 3-5 years of demonstrated results in meeting annual targets plus experience in sales, corporate relations, and business development. Association experience a plus.
• Excellent organizational and prioritization skills; able to handle multiple tasks, projects and priorities effectively and professionally.
• Ability to work well in a small, high-energy organization; a team player willing to take on new challenges with demonstrated ability to partner with staff and member volunteers.
• Strong verbal and written communication skills.
• Professional demeanor and the ability to represent the Society to key stakeholders, including stakeholders and partners outside of the US.
• Computer proficiency (word processing, spreadsheet, database, Internet applications, membership databases) and willingness to learn new platforms as required.
• Up to 20% travel.

To apply, please submit resume and cover letter with salary requirement to mebrennan@sfpe.org.