

Spurs Sports & Entertainment

AT&T CENTER

POSITION: Partnership Activation Coordinator

REPORTING RELATIONSHIP:

REPORTS TO: Partnership Activation Manager

Direct Reports : None

CAPSULE POSITION DESCRIPTION:

This position will serve as point of contact for assigned Partners and is responsible for all Partnership account activation. Ensure that all elements of assigned sponsorship accounts are fulfilled using the highest level of customer service. This person will service and deal with a diverse group of important clients and visitors as well as internal contacts at all levels; independent judgment is required to plan, prioritize and organize diversified workload. This position must support the organization's mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, and innovation.

KRA'S (Key Responsibility Areas):

1. Utilize client objectives and goals to develop and research promotional platforms and partnership strategies.
2. Greet, support, and serve current and potential clients daily and at games.
3. Compile, report, enter, collect, and track accurate fulfillment and contact information, and reports pertaining to proposals, contracts, budgets, and other account details into MARKETLINE / MATRYX.
4. Research, create, develop, implement, track and evaluate promotions for partners in accordance with internal and external guidelines.
5. Prepare, order, coordinate, and obtain partner media prior to the promotion or event.
6. Research, forecast, prepare, track and report all partner promotional budgets.
7. Implement, activate and track all assigned partner contracts to ensure that all elements are fulfilled, executed and reported accurately.
8. Assist, support and coordinate with internal departments in regards to all aspects of promoting and managing all SS&E Franchise properties and other department responsibilities; including but not limited to, special projects and planning.

PERFORMANCE MEASUREMENTS

The following measurement methods are intended to provide a sound basis for assessing the performance of the jobholder in this position. Although numerous methods are listed as suggested measurements the supervisor may elect to select only specific ones based on the need of the company at any point in time.

- Achievement of Business Unit’s strategic plan
- Vision, Mission, and Values alignment
- Client feedback
- IDP Goal Attainment

TECHNICAL COMPETENCIES:

The following personal attributes are considered essential requisites for effective performance of the holder of this position.

- 1. Adaptability:** Capable of keeping an “open mind” and flexible; copes successfully with unexpected events; adapts well to, and supports, change; when necessary, initiates and enforces change; and brings simplicity and order out of complexity and chaos.
- 2. Positive Thinking & Attitude:** Maintain a positive work environment by creating job motivation, remaining enthusiastic about taking on challenges, demonstrating an “I care” attitude, approaching others in a pleasant, happy, and upbeat manner, and always finding the positive aspect of a negative situation.
- 3. Innovative:** Seeks ways to improve all aspects of the job by using creativity, resources and experiences to develop new ideas to promote SS&E within the community and sponsorships. Ability to think “outside the box.” Accepts and readily adapts to changing priorities, better ideas, strategies, procedures and methods.
- 4. Work Ethic:** Willing to put in extra hours when necessary; willing to “do whatever it takes” to get the job done; dependable and meets commitments; available for work on a consistent and timely basis with infrequent, unplanned absences; and shows initiative and willingness to learn.

SS&E CORE COMPETENCIES:

All SS&E employees are expected to consistently develop and attain the following:

	COMPETENCY	ATTRIBUTES
ION	Think Critically/Act Strategically	<ul style="list-style-type: none"> • Able to anticipate future consequences and trends accurately. • Takes the time to look at and question conventional wisdom; doesn’t accept much as a given.

Minimum Qualifications:

- Proficient in Microsoft Office, Excel, Word, Power Point and other computer skills required.
- Photoshop and other graphics programs a plus.
- Ability to prioritize multiple tasks and support multiple high level positions.
- Must have high level of interpersonal skills to handle sensitive and confidential situations and information.
- Demonstrate poise, tact and diplomacy.
- Strong verbal and written communication skills required.
- Strong teamwork aptitude required.
- Strong customer service skills required.
- Strong good oral and written communication skills and have the ability to work independently, and coordinate multiple tasks.

How to Apply:

Please apply, and submit a resume for this position through our jobsite at:

<http://nbateamjobs.teamworkonline.com/teamwork/jobs/jobskey.cfm?s=spurs>

**SS&E is an Equal Opportunity Employer*

Nothing contained in this job description is intended to be a contract of employment, nor does any information contained herein represent a guarantee of employment for a specific duration. Your employment with SS&E is "at will", which means that either you or SS&E may terminate the relationship at any time.

_____	_____
Employee Signature	Date
_____	_____
Supervisor's Name Printed	Supervisor Signature