

Associate, Business Relations and Fulfillment

Summary:

As part of the Business Development team, this individual will be responsible for supporting team efforts to meet overall revenue goals. In support of this, the position's primary role will be divided into two core responsibilities:

- The success of NSBA's Business Development operations hinges on the growth and retention of our Corporate Partners. NSBA's Corporate Partners—particularly at the highest levels of support— demand an attention to detail and proactive channel of communication to ensure their goals are met and partnership needs are handled with the respect and responsiveness they deserve. This position will serve as primary point of contact and serve as a “concierge” to our Corporate Partners.
- Effective fulfillment of Corporate Partnership Agreements is vital to ensure Business Development can both retain and grow our partnerships year-over-year. This position will be responsible for working in tandem with the Associate, Business Operations and Fulfillment to ensure Agreements are fulfilled with detail, care, and timeliness.

Essential Functions:

- Independently manages the fulfillment of sponsorships through the corporate sponsorship program and acts as a logistics liaison within NSBA to ensure that all deliverables are met.
- Provides onsite support at sponsored NSBA events as necessary.
- Work with editorial to ensure digital and print advertising fulfillment.
- Work effectively with professionals in a wide range of business and industry groups to ensure corporate needs are heard and met.
- Proactively reach out and communicate with Corporate Partners to ensure corporate needs are being met.
- Make regular recommendations to Business Development team and Director, Strategic Partnerships on Corporate Partners and how best to work with individual organizations based on regular conversation with them.
- Demonstrates a proactive approach to handling issues and troubleshooting emerging problems throughout the sponsorship fulfillment process.
- Maintains the NSBA corporate sponsor web pages.
- Participates in the workshop proposal review process.
- Create practices to ensure Agreement fulfillment is properly tracked and proof of fulfillment to Corporate Partners can be produced as needed.
- Other duties as assigned.

Requirements:

- Bachelor's degree, or equivalent combination of education and experience.
- Proven “whatever it takes” mentality to completing goals and perfecting processes.
- Proven oral and written communication skills.
- Excellent customer service skills and an ability to connect and form long-lasting corporate relationships with organizations.

- Strong interpersonal and exceptional time management skills, with a track record of being able to effectively work under pressure and tight deadlines.
- Proven track record of working proactively with clients and understanding their corporate needs.
- A willingness to create flexible processes when working with Corporate Partners.
- Ability to work independently as well as with a group.
- Strong organizational skills and an ability to create long-term, trackable fulfillment processes.

How to apply:

Qualified applicants should send resume, cover letter & salary requirements

to: NSBA, Attn: HR/ Managing Director

Resumes may be emailed to jobs@nsba.org

Associate, Business Operations and Fulfillment

Summary:

As part of the Business Development team, this individual will be responsible for supporting team efforts to meet overall revenue goals. In support of this, the position's primary role will be divided into two core responsibilities:

- Effective fulfillment of Corporate Partnership Agreements is vital to ensure Business Development can both retain and grow our partnerships year-over-year. This position will be responsible for working in tandem with the Associate, Business Relations and Fulfillment to ensure Agreements are fulfilled with detail, care, and timeliness. Additionally, this position will be responsible for maintaining the entire fulfillment process for Corporate Partnerships from signed agreement to completed fulfillment.
- Many of our thought leadership Corporate Partner offerings—such as webinars, roundtables, and focus groups—require meticulous design, implementation, and recruitment efforts. This role will be responsible for ensuring these high-value partnership channels remain a trusted and central pillar of our Corporate Partnerships.

Essential Functions:

- Demonstrates a proactive approach to handling issues and troubleshooting emerging problems throughout the sponsorship fulfillment process.
- Independently manages the fulfillment of sponsorships through the corporate sponsorship program and acts as a logistics liaison within NSBA to ensure that all deliverables are met.
- Generates workflow documents and implementation procedures for the sponsorship fulfillment process for NSBA staff
- Collaborates with NSBA finance for the invoicing, tracking, and collection of outstanding sponsorship and exhibits payments
- Participates in the workshop proposal review process.
- Create effective start-to-finish processes for key Corporate Partnership properties such as focus groups, roundtables, webinars, and education sessions (this list is not exhaustive). This includes ensuring partners receive attendance from their identified regional/state/district targets.
- Work with sponsors and Corporate Partners to ensure timely payment of Agreements.
- Provides onsite support at NSBA events as necessary.
- Work with editorial to ensure digital and print advertising fulfillment.
- Work effectively with professionals in a wide range of business and industry groups to ensure corporate needs are heard and met.

- Make regular recommendations to Business Development team and Director, Strategic Partnerships on Corporate Partners and how best to work with individual organizations based on regular conversation with them.
- Maintains the NSBA corporate sponsor web pages.
- Create practices to ensure Agreement fulfillment is properly tracked and proof of fulfillment to Corporate Partners can be produced as needed.
- Other duties as assigned.

Requirements:

- Bachelor's degree, or equivalent combination of education and experience.
- Proven "whatever it takes" mentality to completing goals and perfecting processes.
- Proven oral and written communication skills.
- Previous administrative and/or financial experience supporting a sales and customer service-oriented environment.
- Strong interpersonal and exceptional time management skills, with a track record of being able to effectively work under pressure and tight deadlines.
- A willingness to create flexible processes when working with Corporate Partners.
- Ability to work independently as well as with a group.
- Strong organizational skills and an ability to create long-term, trackable fulfillment processes.