



JOB DESCRIPTION

Position: Client Relations and Sponsorship Specialist

Classification: Non-Exempt

Location:

Reports to: Executive Director

Salary: Pending Experience

Last Updated: 4/5/2023

Job Summary

Join an exciting, engaging company that provides a high level of professional and personalized service to our clients which allows them to achieve their goals. Our team provides a highly responsive environment, with high expectations for meeting both strategic and operational tasks of our clients including society communications, membership and committee support, website and social media management, marketing and project support, support of meetings, and other general administration. At GMP you will experience a fun, team-focused work environment while utilizing and growing your skills and talents. We also offer a flexible work environment where you can work at home or in the office.

The Client Relations and Sponsorship Specialist will provide administrative, fundraising, and sponsorship support to GMP clients. Responsibilities include extensive contact with sponsors and members, website administration, working with committees, and other client support.

General Responsibilities

- Manage correspondence (mail, email and listserv) and phone lines and respond in a timely and professional manner
- Assist with the development of committee meetings and conference calls, including agenda and supporting materials; record and transcribe minutes
- Prepare and circulate invitations for Board and committee meetings and events; manage attendance
- Maintain client websites with updated information
- Maintain membership data on websites and databases, including dues, status and profile updates
- Assist with client publications including newsletters and meeting materials
- Prepare invoices, memos, letters, and other documents using word processing, spreadsheet, database or presentation software

Sponsorship, Exhibit & Fundraising Responsibilities

- Work to secure sponsorship and grants for the client's annual meeting and pursue year-round partnership opportunities

- Conduct prospect research and develop a comprehensive fundraising database that captures all relevant information
- Develop webpages, communications, and related social media content for sponsorship and fundraising campaigns
- Seek new and appropriate partnerships with individuals or organizations
- Oversee and manage all relationship with exhibitors: process applications, payments, table placement and other deliverables
- Manage sponsor relations and deliverables including all communications
- Develop exhibit and support prospectus based on the needs of the client's strategic partners
- Work with the relevant committees and Board members to develop strategies, coordinate fundraising efforts (develop and deliver a comprehensive and coherent fundraising strategy for the organization)

Meeting Responsibilities

- Coordinate with exhibit hall decorator on set up floor plans
- Oversee exhibit hall set up and on-site point of contact for sponsors and vendors
- Assist with meeting and event registration processes including pre-registration and on-site registrations
- Assist with shipping of all necessary materials and supplies to and from meetings
- Support event-related promotional materials, including assistance with meeting-related communications
- Other meeting support as needed

Required Travel

- Estimated travel is 1-3 times per year

Minimum Knowledge, Skills, and Abilities

- Associate Degree in business management, marketing, or similar
- At least three years of experience in an executive support, fundraising, or meeting industry role
- Strong administrative, project management and decision-making skills
- Personal computer literacy skills (Microsoft Office: Word/Excel/PowerPoint/Outlook)
- Knowledge of database management and overall technology savvy.
- Strong written and verbal communication skills
- Strong attention to detail
- Ability to multi-task and effectively handle numerous tasks, matters, issues, and assignments.
- Ability to prioritize multiple needs and/or willingness to ask for guidance in priority setting.
- Excellent time management and organizational skills.
- Ability to produce professional documents with minimal number of errors; including spelling, punctuation, and grammatical errors.
- Ability to work cooperatively in small team dynamics and independently without close supervision.
- Strong self-motivation and self-direction
- Ability to provide strong and prompt customer service.
- Ability to adapt to changing priorities and perform well under stressful situations.
- Ability to anticipate, create, write, and implement operational policies and practices.

- Ability to be resourceful.
- Sensitivity to differences in culture and nationality with the ability to collaborate closely with colleagues from across the world with a range of professional backgrounds

Preferred Knowledge, Skills, and Abilities

- Association experience.
- Experience in a professional office environment.
- Knowledge of digital marketing or willingness to learn is a plus (e-blasts, social media, website management, etc)
- Graphic design skills are a plus (e.g. Canva)
- Working knowledge of html is a plus

Physical Requirements: Primarily standing work, exerting up to 30 lbs. of force occasionally. Primary working while standing, with constant walking, stooping, crouching, and kneeling; frequent reaching, carrying, lifting, pushing, pulling, fingering, grasping, typing, talking-speaking clearly, hearing-conversation, and seeing-nearby.

- Ability to occasionally assist in client meetings and events.
 - Must be able to stand and walk for long periods of time (4-6 hours) for 2-7 days.

Work/Environment: Moderate noise level with occasional higher noise level and frequent interruptions consistent with an office environment.

Personal/Physiological: Interaction with people, working around people, planning of activities, making judgements in emergency situations, delegating work, and holding oneself and others accountable for meeting deadlines and finishing work, frequent changes in duties and volume of work, intra-organizational and client communication.

About Us

Global Management Partners (GMP) is a full-service association management company (AMC) located in Roseville, MN, providing professional management services to various member organizations. GMP's preferred model is to work with small to medium-sized associations. This niche allows us to provide the high level of personalized attention and outstanding customer service that we value.

GMP is a progressive organization that focuses on values and supports continuous learning at all levels. We believe that innovation, creativity, and exposure to the best practices are essential in order to bring new ideas to our clients.

GMP's Mission: To empower our clients to thrive, grow and advance their missions through long-term partnerships to reach their fullest potential.

GMP's Vision: To make a positive impact globally by sharing our expertise, skills and resources with our partners.

GMP's Core Values: Accountability, Commitment, Support, Inclusiveness, Authenticity, and Excellence.

GMP's Position Statement on Diversity: Diversity is an integral facet of the global landscape and is a critical component to the success of all professions including association management companies

(AMCs). Diversity in its many dimensions including ethnicity, nationality, race, culture, religion, gender, sexual orientation, socioeconomic background, mental and physical abilities, learning styles, values, and viewpoints enriches the work we do internally and with our clients.

Visit our website at www.gmpartners.org for further information. We offer competitive salary and benefits to commensurate with experience in a casual but professional work environment.

How to Apply

Email resume to The Employer Group at jobs@theemployergroup.com. No phone calls please.