



Championships and Alliances: Corporate Relations

General position summary: This individual will be responsible for assisting the corporate relations staff with projects and assignments related to NCAA corporate partners (sponsors). These would include activation plans, sponsorable opportunities and programs, management of championship on-site projects and overarching Corporate Champions and Partner Program documents, trackers, contracts and projects. You will gain experience working with internal and external teams, sponsors, broadcast partners, agencies and vendors.

Desired knowledge, skills and abilities: Experience in sponsorship, marketing and event planning. Organized, motivated team player who enjoys multitasking and learning. Ability to maintain and create relationships, analyze, problem solve and think strategically.

Duties and responsibilities:

1. Actively engage and participate in department's initiatives, leading by example of the national office values.
2. Assist with support of corporate partner accounts with the corporate relations account management team.
3. Actively engage in support of Corporate Champion and Partner Program events, such as Women's Final Four and Men's Final Four familiarization meetings and championships summit.
4. Manage and assist with various corporate relations projects and programs, such as presentation deck preparation, tracking and documentation, behind-the-scenes tour coordination, trophy request management, CCP Playbook upkeep and SharePoint organization.
5. On-site support at assigned championships to execute activations and elements.
6. Assist in marketing and grassroots initiatives to increase ancillary event attendance at select championships.
7. Other duties and responsibilities as assigned.

Preferred qualifications and minimum requirements:

1. Bachelor's degree (required).
2. Basic understanding of sponsorship, account management, marketing, promotions and event planning (required).
3. Excellent written and oral presentation skills (required).
4. Strong organizational skills with attention to detail (required).
5. Willingness to work outside of traditional business hours (required).
6. Ability to work with little supervision, quickly and under pressure (required).

Principal contacts:

1. Branding, fan engagement, event marketing team (daily).
2. Corporate and broadcast partners (daily).
3. Men and women's basketball staffs (weekly).
4. Championship operations (weekly).
5. Local organizing committees and host city officials (weekly).
6. Vendors (occasionally).