

**Delta Sigma Pi – Central Office**  
*Job Description*

Job Title: **Corporate Partnership Coordinator**

Reports to: **Chief Operating Officer**

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**Position Summary**

This position is responsible for coordinating all aspects of the corporate partnership program. He/she is the primary person responsible for managing and maintaining relationships with corporate partners, including scheduling and facilitating partner promotions. The position is also responsible for creating new and renewing existing partnerships, including identifying, researching, qualifying and negotiating with potential and existing partners. They are expected to take necessary steps to understand the needs and interests of partners, potential partners, staff, volunteers, and membership in order for the program to achieve the highest potential value for all parties.

**Responsibilities**

1. Responsible for ongoing relationship management of corporate partnerships. These responsibilities may include, but are not limited to, the following duties:
  - a. Maintain regular communication with partners to ensure continued success of the relationship.
  - b. Collaborate with the communications team and other staff to identify opportunities for partner promotions and develop a schedule for these promotions.
  - c. Communicate needs and opportunities with the partners and collect the necessary materials, commitments and approvals for all promotions.
  - d. Build and send partner emails based on the agreed upon schedules and with content provided by the partners.
  - e. Ensure all contractual commitments for partner promotions are met in an adequate manner.
  - f. Administer basic content updates to the partner sections of the website, including updating partner pages and managing partner slider schedule.
2. Identify and negotiate new and renewed partnership agreements. These responsibilities may include, but are not limited to, the following duties:

- a. Field initial inquiries from potential partners to determine legitimate opportunities.
  - b. Proactively identify potential partnership opportunities and initiate contact through existing relationships, membership contacts, or exploratory communications.
  - c. Assist in contract negotiations.
3. Perform other duties as needed including, but not limited to, the following duties:
- a. Represents the Fraternity on official tours of the Central Office facility.
  - b. Proactively volunteers to help other staffers accomplish their tasks as needs arise.
  - c. Performs other duties as assigned by the Chief Operating Officer and/or Executive Director, which may include contributing to the maintenance and upkeep of the Central Office facility and grounds, data entry and database maintenance, etc.

### **Qualifications**

1. A bachelor degree in business administration, marketing, or related field is preferred. Applicants with significant applicable work experience will also be considered.
2. Two or more years experience in a sales, account management, corporate recruiting, or fundraising role, or similar experience.
3. Demonstrated ability to identify needs through investigative dialog leading to new and creative solutions.
4. Strong communication skills, both verbal and written.
5. Membership in Delta Sigma Pi or similar membership organization is preferred.
6. Prior experience negotiating and/or enforcing contracts preferred.
7. This position is based out of the Central Office in Oxford, OH and the employee will be expected to be at this office location when they are not traveling. Remote employment opportunities may be considered for exceptional candidates.

### **Environment**

Headquarters facility is an air-conditioned, smoke-free, small business environment.

Position is required to handle and lift boxes for shipping up to 50 lbs.

This role will include a non-traditional schedule, nights and weekends are required. The nature of the role will require work beyond a standard 40-hour work week at times.

Travel may be required every two years for the biennial convention and annually for occasional leadership conference or other event attendance.