

# PREMIER SPORTS MANAGEMENT & PREMIER DONOR STRATEGIES

## JOB DESCRIPTION

### Coordinator – Events & Projects

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**Overview:** Assist the Premier team in the execution of events, sports properties and sponsorship activation while also playing a role in the company's marketing and business development initiatives. This position is responsible to coordinate and communicate many of the important details in our implementation process, both internally and externally, to insure excellent outcomes. There also will be some organizational coordination with certain daily operations, calendars and meetings.

### Primary Responsibilities

#### **Events & Properties**

- Coordinate essential event details, including support in the areas of planning, logistics, production, partnerships, communications, travel and hospitality.
  - Sports events, e.g. award shows, galas, fan engagement, competitions.
  - Donor events, e.g. major donor experiences with non-profit orgs.
- Coordinate selected aspects of year-round execution of Premier-owned sports property(s), e.g. Senior CLASS Award for college athletics. Includes research, writing, digital promotion, communicating with sports organizations, event planning, sponsor fulfillment, and other project-specific details.

#### **Sponsorship Activation**

- Assist in the execution of activation plans for corporate brands that Premier represents in the area of sports partnerships and sponsorships.
- Help coordinate the development of information needed for sponsorship negotiations, tracking of metrics/assets and deliverables.

#### **Marketing & Business Development**

- Help create and manage prospect lists and opportunities for new business in each of the company's service lines
- Monitor industry activity, resources, trends and events
  - Sports industry
  - Donor development (emphasis on faith-based ministries)
- Assist in preparation of new business presentations
- Research and create reports on requested topics
- Help coordinate company marketing and promotional efforts via various communications channels, e.g. digital marketing, website, social media

#### **Organizational Coordination**

- Help create and maintain our execution system for events and projects
- Organize selected meetings and materials
- Company calendar and CEO/executive schedule

## **QUALIFICATIONS**

Key personal qualifications for this position include, but are not limited to, the following:

- Experience in a related position that includes execution of events, marketing and/or sponsorships
- Strong communications skills, both written and verbal
- Thrives in helping achieve outcomes that exceed goals and expectations
- Demonstrates a relentless attention to detail
- Highly-organized
- Teamwork – provides value as member of a team working together for common purpose
- Places high importance on personal character and moral values
- Ability and willingness to work with a flexible schedule, including evenings and weekends
- Successful completion of a background check

## **COMPENSATION**

Salary: Financial range dependent upon experience and qualifications

Benefits: Medical Insurance – company pays for 100% of premium for employee

Savings Incentive Match Plan (Simple IRA) tax-deferred retirement plan

## **ABOUT PREMIER**

**Premier Sports Management** is a sports marketing and events company that has worked with many of the nation's most prestigious sports organizations and sponsoring brands over the past 25+ years. We focus on creating strategy, developing game-plans and then executing it with excellence. Premier is a full-spectrum provider of services to sports properties, such as leagues, teams, universities, governing bodies and coaches' associations, along with corporate brands who seek to leverage sports partnerships to build business.

**Premier Donor Strategies** helps non-profit organizations grow their ministry and fulfill vision by providing tools that build strong relationships and deeper engagement with key donors and influencers. One of the primary features of this strategy is the development and execution of major donor events, a first-class resort experience that casts vision and inspires donors to make significant commitments to the cause.

## **OUR CULTURE**

The Premier brand and culture is built around the pillars of excellence, trust, teamwork and influence. We seek people who share likeminded values and who want to be part of helping fulfill a corporate vision whose purpose extends beyond finance and is mission-focused.

## **SEND RESUME TO:**

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