

Sponsorship Associate

Reports to Head of Operations

About Startup Boston

Startup Boston is an organization working to connect, educate and celebrate the startup community. We are an all-volunteer team creating events and content *for* the startup community *by* the startup community.

Job Overview

The Sponsorship Associate is the main point of contact and relationship owner with Startup Boston sponsors. An ideal candidate will have strong customer service skills, ensuring each sponsor has a positive experience with us and eager to partner with Startup Boston for years to come.

To make sure we are providing a high touch experience, you will be leading regular calls with sponsors to nurture and enrich their relationship with Startup Boston. You will have a wide range of opportunities to align Startup Boston's goals with sponsor goals, giving you agency to find out how to delight our sponsors. You will be responsible for tracking all deliverables using Asana and ensuring we meet each deadline within the timeframe we promised them, as well as handling any issues that may arise.

As a critical member of the Operation team, the Sponsorship Associate is a volunteer role that provides experiences similar to an Account Executive, Customer Service Manager, or Partner Success Manager.

Responsibilities and Duties

- Manage all deadlines, deliverables, and communications with new and existing sponsors
- Collaborate with internal teams to ensure sponsors receive a white-glove experience
- Conduct monthly check-in chats to gauge sponsorship success and identify ways to expand the sponsorship that aligns with the goals of the organization and Startup Boston
- Participate in sponsor renewal conversations alongside Startup Boston leadership

Qualifications

- Time commitment of 3 to 5 hours per week to focus on organization deliverables
- Deadline-oriented and able to juggle multiple competing priorities
- Outgoing and personable, you'll be a brand ambassador ensuring each organization has a positive experience being a sponsor of Startup Boston
- Ideal candidates can be physically available to be onsite at some point during Startup Boston Week (September 11-15, 2023)