

Marketing Partnerships Coordinator

Reports to Marketing Partnerships Manager

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 Marketing Partnerships Coordinator is responsible for securing partnerships with organizations across the New England area. The candidate will be responsible for prospecting and securing partnerships for Startup Boston Week and year-round. Each coordinator will be assigned their own territory within New England. Once partnerships are established, you will check in closely with each organization to ensure they are getting the most out of their partnership with us.

This is an external facing role within the organization, and our ideal candidate is outgoing and enjoys building relationships with others within the startup community. Previous experience in a sales role is highly desirable, but not required.

As a critical member of the Marketing team, the Marketing Partnerships Coordinator is a volunteer role that provides experiences similar to an Account Executive, Sales Coordinator, and Business Development Representative.

Responsibilities and Duties

- Prospect and secure partnerships for Startup Boston Week and year-round
- Run periodic virtual check-ins with partners to ensure they are getting the most out of their partnership with Startup Boston
- Utilize LinkedIn to prospect and Airtable to keep track of potential leads
- Act as a brand ambassador for Startup Boston. You will radiate an infectious enthusiasm for our organization that will persuade potential partners to want to partner with us!

Qualifications

- Time commitment of 2-4 hours per week to focus on organization deliverables
- 1 year of sales experience is highly preferred, but not required
- Outgoing and personable. You'll be publicly representing the organization externally and building relationships with potential partners in the startup community.
- Ideal candidates can be physically available to be onsite at some point during Startup Boston Week