



Example of Manager, Sports Job Description

Powered by www.VelvetJobs.com

Our growing company is looking for a manager, sports. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for manager, sports

- Provide initiative on new and existing business opportunities
- Ensure timely and accurate information is distributed to sales relevant group(s)
- Travel to various client meetings, onsite production, client hosting and as needed
- Identifying potential new partners and negotiating and executing agreements with new and existing partners
- Working with appropriate leaders and across all functional areas within Prime Video to execute partnerships
- Provide daily administrative and overall office support to the DSC staff, including preparing key documents for Board and committee meetings
- Serve as the lead contact for the volunteer program (Wayfinders) and manage event volunteers to support sporting events
- Serve as the key staff member on hotel leads issued to partners and reporting information back to the event owner in a timely manner
- Serve as the lead staff member on the sports facility database in regards to updates to listings and new facility offerings
- Serve as the lead staff member with local events in regards to hotel and hospitality needs, collateral material needs, facilitation with partnering entities, attend LOC committee meetings, consulting with events

Qualifications for manager, sports

- Collaborative nature and ability to work well in a team environment. Needs excellent writing skills, ability to handle multiple tasks, and display strong attention to details
- Manage relationships with external partners in the sports and entertainment space in support of brand experience planning and campaigns
- Experience working directly with professional sports leagues, teams and networks on behalf of brands to leverage sponsorship platforms and build integrated marketing campaigns
- Managed projects on tight schedule
- Work experience in the production or broadcasting industry
- Experience in schedule creation and budget management