



Sponsors & Partnerships Manager

Spokane Hoopfest Association is seeking a dynamic individual to be our Sponsors & Partnerships Manager for all of our events, including the world's largest 3 on 3 basketball tournament. Hoopfest is a Washington nonprofit corporation and tax-exempt organization under 501(c)(3) responsible for conducting and overseeing Spokane Hoopfest, Spokane Regional Club Basketball, Hooptown Youth League and other related sports activities and programs.

Reports to: Executive Director

Schedule: Full-time

Posting Date: 9/3/24 – 9/10/24

JOB SUMMARY

Principal person in charge of the identification, contact, recruitment and stewardship of sponsor, corporate and community partners. Responsible for sales, service, and fulfillment of sponsorships for all programs. This person oversees the creation and development of sponsor able assets and sales strategy for all organizational programs and initiatives.

JOB DUTIES/RESPONSIBILITIES

1. Sponsorships
 - a. Identify, prospect and secure Major, Official, Supporting and Court sponsors for Hoopfest and Presenting and School Sponsors for the Hooptown Youth League.
 - b. Develop and execute the court sponsor program to meet established objectives.
 - c. Build lasting relationships with sponsors to grow value for both partner and SHA organization.
 - d. Create sales strategy for all programs and initiatives beyond Hoopfest Week.
 - e. Negotiate, execute, and manage contracts with sponsors and partners, including invoicing and payment tracking.
 - f. Organize and execute sponsor deliverables, including specific event activations.
 - g. Track and maintain all current sponsor information and related details, including names, addresses, contacts, logos, contracts, sponsorship amounts, and receipts.



2. Identify other funding and develop sources such as grants and foundations to further support our organization and programs.
3. Organize Hoopfest tournament services and oversee the Operating Committee chairperson in the following areas:
 - a. Festival, including contest activities and other events.
 - b. Tip-off party preparations and execution
 - c. Welcome and orient Hoopfest's invited guests, including sponsors.
4. Work closely with the appropriate teammate and area to create the best basketball experiences on earth.
 - a. This role works closely with the Site and Facilities Director, Marketing and Brand Director and the Executive Director.
5. Involvement in new avenues of pursuit, both inside Spokane and for out-of-town activities, as assigned by the Executive Director.
6. Be prepared to help with the organization and coordination of event specific logistics and labor. Be willing and available to help where needed for all programs and events.
7. Other responsibilities as assigned; with the expectation to help the team when needed regardless of stated job duties. Other assignments will not be such that it reduces the capacity to initiate and run projects as described above.

JOB QUALIFICATIONS

To perform this job successfully, an individual must meet the minimum qualifications listed below. These qualifications are representative of the knowledge, skill and/or ability required to perform this job.

Education and Experience: To perform this job successfully, an individual must have:

- Bachelor's Degree; or
- A minimum of one to three (1-3) years related experience and/or training or an equivalent combination of education and experience.

Certificates/Licenses: To perform this job successfully, an individual must:

- Have a valid Driver's License



Resumes and Cover Letters please submit online or send by email: riley@spokanehoopfest.net

About Spokane Hoopfest Association

Established in 1990, Spokane Hoopfest organizes and produces the world's largest annual 3-on-3 basketball tournament that brings thousands of visitors and millions of dollars to town every June. In addition, it manages Spokane AAU Basketball (the area's premier recreational league for 4th through 8th grade boys and girls), the Hooptown Youth League (a new basketball league that has competition levels from recreational through advanced competitive for grades K-6th) and Hooptown Elite (AAU's traveling teams). Hoopfest has a \$47 million impact on the Spokane economy and has donated over \$1.8+ million to local charities since 1990. Hoopfest 2024 is scheduled for June 28 & 29.