



ASSOCIATE MANAGER OF STRATEGIC PARTNERSHIPS

OPPORTUNITY

[Shoes That Fit](#), is a highly respected and growing national nonprofit in Claremont, California dedicated to providing brand new athletic shoes to children in need throughout the United States. We are seeking a dynamic individual with strong event planning skills, the ability to steward large corporate donors, and the willingness to travel nationwide to deliver shoes to children in need to join our team as Associate Manager of Strategic Partnerships.

JOB SUMMARY

The position is part of the Strategic Partnerships (SP) team, specifically our growing Sports and Entertainment division, and reports directly to the Head of Sports and Entertainment Partnerships. The Strategic Partnerships Associate Manager stewards and grows partnerships with athletes, sports teams, celebrities, influencers, corporations and other high-net worth donors who have the resources to help hundreds or thousands of students via a shoe delivery event(s) and/or via a shoe distribution plan. In conjunction with the donor ("strategic partner") the Associate Manager will identify schools and students in need of assistance and plan and execute large shoe delivery events and/or distribution by school staff. The incumbent will travel frequently throughout the United States to meet with donors and oversee in-person shoe delivery events at schools. The position will support both the Sports and Entertainment branch year-round and our annual Nordstrom campaign each fall. This is a hybrid position and a combo of work from home and one (1) day per week required working in our office in Claremont, CA.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Strategic Partner Strategy and Management:

- Develop and implement partner-specific strategy and marketing efforts, including but not limited to facilitating exploratory calls and meetings, setting delivery timelines, and drafting marketing collateral and proposals.
- Manage outbound strategy for potential leads (cold calls, email outreach, etc.).
- Steward individual, corporate and sports/entertainment partners who have the potential to fund shoe purchases for a significant number of children.
- Research potential and new strategic partner opportunities.
- Execute partnership agreements and manage the corporate workflow in project management tools (currently Airtable and Salesforce).
- Maintain primary day-to-day management of workflow as assigned to help steward relationships with partners.

2. Event Management

- Travel nationwide (50%) to fully execute and lead shoe delivery events for partners.
- Coordinate with school staff and strategic partner volunteers.
- Order shoes for events and ensure the orders are fulfilled and shipped by the Shoes That Fit warehouse team in a timely manner.
- Effectively execute and oversee the development and distribution of pre-event materials, such as run of show, schedule of events, etc. Execute and oversee a signage plan for each event. Conduct a post event analysis. It will be the responsibility of the Associate Manager to maintain industry best practices.
- Coordinate with PR team to attract press coverage and serve as main point of contact on event day for media requests.
- Manage photography/videography and other in-event components.

3. Team Operations

- Assist with the overall workflow of Back-to-School, holiday, spring, and summer campaign and partnerships as needed.
- Execute any surveys and data collection as requested.
- Provide administrative support primarily to the Head of Sports and Entertainment and Manager of Strategic Partnerships in the Sports and Entertainment branch and other SP Team members as needed. Administrative support includes but is not limited to scheduling meetings and conference calls and conducting school research.
- Perform special projects and other duties as assigned.

QUALIFICATIONS

- 2 to 4 years of experience in event coordination; nonprofit fundraising; and donor relations.
- Bachelor's degree from four-year college or university is preferred.
- Experience in the Sports and/or Entertainment industry is highly preferred.
- Frequent domestic travel required. Ability to travel nationally via air, automobile, car transportation services and other modes of transportation is required. The incumbent will travel approximately 50% of the time. Travel may require some weekends. Prior job experience that involved traveling is preferred.
- Excellent attention to detail, organizational skills, and ability to manage multiple tasks with competing timelines at once.
- Must be a self-starter, yet able to be a team player and take on other projects, as needed.
- Experience with Salesforce is preferred.
- Experience working in a non-profit environment preferred.
- Experience managing volunteers is helpful but not required.
- Proficiency in Microsoft 365 (Outlook, Word, PowerPoint, Excel). Ability to constantly operate a computer and other office equipment.

- When in the office, must be able to remain in a stationary position for 50% of the time. When traveling, must be able to meet the physical demands of traveling via air, automobile and other forms of transportation.
- When at an event, must be able to meet the physical demands of the event including standing, walking, bending, and lifting boxes of shoes and other supplies (up to 35 pounds) for the duration of the event, usually several hours.
- A sense of humor and love of children required!

HOW TO APPLY

Submit a cover letter indicating your interest in and qualifications for the position, along with your resume, through [Indeed.com](https://www.indeed.com) OR via email to Linda Matthews, Director of Administration, Shoes That Fit, at jobs@shoesthatfit.org.

SALARY AND BENEFITS:

Job Type: Full-time, non-exempt

Salary Rate: \$27.00 per hour

Competitive health, vision and dental; generous 403(b) retirement contribution plan with company match; Employee Assistance Program; holidays, vacation and sick time.

Shoes That Fit provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.