



ASSOCIATION SPONSOR MANAGER

Company Description: The Oklahoma Cattlemen’s Association (OCA) is a membership organization of beef cattle ranchers. OCA’s mission is to be “The Trusted Voice of the Oklahoma Cattle Industry”. OCA’s vision is “Protecting and empowering Oklahoma Cattlemen today, to serve tomorrow.”

Position Overview: The Association Sponsor Manager is responsible for working closely with OCA staff, leadership, and membership to strategize and develop long-term plans that usher in new levels of productivity and success for the organization. Accountable for the management of multiple partnerships and sponsorships along with deliverables.

Specific Responsibilities:

- Oversee and coordinate all Association sponsorship and partnership agreements increasing relationship and revenue outcomes.
- Prospect, build, and provide leadership on all aspects of sponsorships to achieve revenue generation for meetings, incentives, conferences, and exhibitions events.
- Manage and maintain sponsorship relations while developing and managing organization’s sponsorship strategies.
- Plan partner and sponsor acquisition strategy, manage the accounts of sponsors, serving as the point of contact between sponsors and the organization.
- Secure new sponsorships and manage partner and sponsor relations to achieve financial and marketing goals.
- Manage continual improvement process to ensure sponsors continue to participate, while managing department's recruitment and retention effort.
- Create, deliver, and collect invoices for sponsorships and trade shows.
- Guide official responses to sponsors' dissatisfaction with sponsorship agreements to ensure proper problem resolution.
- Maintain a working knowledge of all OCA programs and strategies.
- Attend occasional county cattlemen’s meeting representing OCA.
- Assist with all OCA programs and events.
- Always represent OCA with integrity and professionalism.
- Other projects, tasks, and job duties as assigned by the Director of Association Marketing and/or Executive Vice President.

Qualifications:

- **EDUCATION** – Bachelor’s degree in Business Administration, Marketing, Agriculture or Communications required.
- **EXPERIENCE** – None. Ag industry experience a plus.
- **EQUIVALENCY** - None
- **CERTIFICATION(S)** – None
- **SKILLS** – Must have excellent written, oral and interpersonal skills and work well in a fast-paced, team environment. Exceptional organizational and time management skills. Friendly, positive and service oriented attitude. Ability to work independently and prioritize tasks effectively. Detail-oriented with a high level of accuracy. Strong work ethic with impeccable integrity and professionalism. Must be efficient in Microsoft office products and Internet applications.

Employment: Full-Time

Location: OCA Office in the Oklahoma City Stockyards

Reports To: Director of Association Marketing, Oklahoma Cattlemen’s Association

Salary: \$45,000 - \$52,000 commensurate with experience.

Benefits: Medical insurance, HSA contributions, life insurance, SEP retirement contribution, opportunity for merit bonus, paid time off, paid holidays, and a family-oriented environment.

Please send cover letter, resume and a list of references to OCA Director of Marketing, Colton Pratz, at cpratz@okcattlemen.org.

The Oklahoma Cattlemen’s Association is an Equal Opportunity Employer. It is our policy not to discriminate against any employee or applicant for employment because of race, color, religion, sex, disability or age.