



National Interscholastic Cycling Association

2414 Sixth Street

Berkeley CA 94710

(510) 524-5464

www.nationalmtb.org

Sponsorship Coordinator

The National Interscholastic Cycling Association (NICA)'s mission is to build strong minds, bodies, character, and communities through cycling. Founded in 2009 as a 501(c)3 nonprofit, NICA develops interscholastic mountain biking programs for student-athletes and coaches across the United States. NICA provides leadership services and governance for local leagues to produce quality mountain bike events. NICA has served approximately 40,000 student-athletes. Currently, NICA has 25 state and regional leagues and over 8,500 volunteer coaches who are working annually with over 19,000 student-athletes from nearly 1,000 high schools and middle schools in the USA.

Reporting to the VP of Development and Strategic Partnerships, the **Sponsorship Coordinator** is a full-time exempt position in Berkeley, CA. The **Sponsorship Coordinator** will oversee the fulfillment of local, regional, and national partnerships by ensuring the delivery of contractual elements and providing excellent customer service. The **Sponsorship Coordinator** will also be responsible for managing all merchandise and sponsorship inventories and deliveries.

The position is a member of the Marketing, Communications, and Development Department, and will work with the team to create the best strategy for each of NICA's corporate partners.

Responsibilities:

- In collaboration with the Marketing, Communications and Development Team and NICA President, implement the corporate sponsorship strategy based on existing contracts, goals and current sponsorship deck.
- Assist NICA state league leadership or guild member with sponsorship questions and guidance regarding national partnership fulfillment- from activation at event weekends to proper digital recognition.
- Execute post-contract activities for new sponsorships including: assisting with the negotiation process and execution of sponsor agreements, and maintaining communication with corporate partners to keep them current on value-added opportunities and to acknowledge their payments or contributions.
- Manage sponsor discount program and oversee codes for coach benefits.
- Utilize eTapestry donor database to keep current sponsorship information, contracts and reporting deadlines.
- Logistics management of all NICA merchandise and sponsorship inventories and deliveries (including, but not limited to, coordination of tent orders, fencing and sponsor product to state leagues).
- Manage and follow reporting, renewal calendar and all fulfillment documentation.
- Make appointments and travel to visit sponsors with development team.
- Arrange for onsite, event/race weekend tours for sponsors.

- Oversee sponsorship fulfillment and coordination for the NICA National Conference.
- Able to travel, work evenings or weekends as required.
- Assist with other team projects as requested.

Knowledge and Skills:

- Strong communication skills.
- Detail-oriented and highly organized.
- Experience and comfort with contracts and contractual language.
- Not required, but some experience editing websites or Content Management Systems (i.e Wordpress, Wix, SquareSpace) a plus.
- High energy.
- Excellent customer service skills.
- Ability to multitask.
- Familiarity with G-Suite applications, Monday.com and eTapestry donor database a plus.
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution in a deadline-driven environment.
- Demonstrated motivational and problem-solving capabilities with a high degree of integrity, ethics, and dedication to the mission of the organization.
- A background check will be processed (required for work with youth).

Qualifications:

- Bachelor's Degree
- A minimum of one to two years related business experience.

To Apply:

Please send cover letter and resume to Kristine Urrutia, VP Development and Partnerships at jobs@nationalmtb.org. Applicants, whose applications are up for consideration, will be contacted. No phone calls, please.

NICA is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.