

Job Title: Sponsorships & Events Manager

Location: Remote home office within commuting distance of Los Angeles, Pasadena, Oakland, or San Diego
 Salary Range: \$69,500-\$80,000

Verdical · (vər-dək-(ə)) · *n.* an upward trend in positive environmental impact

WHO WE ARE

- Verdical Group is a leading sustainability consulting firm focused on decarbonizing the built environment. We've developed a nationally known brand and industry leading reputation since our founding in 2012.
- We specialize in the following services:
 - o **Engineering:** energy modeling, daylight modeling, life cycle assessment, commissioning
 - o **Green Building Certifications:** LEED, Fitwel, WELL, Living Building Challenge, CALGreen
 - o **Sustainability Strategy:** net zero, zero carbon, program management
 - o **Events:** we produce the nation's largest annual [Net Zero Building Conference](#).
- Our core values include environmentalism, fun, inspiration, adventure, and continuous learning.
- We're a growing group of team members with an aggressive plan to grow our revenue and team.
- We have offices in Los Angeles, Pasadena, and Oakland and have team members located in the San Diego region.
- We are a net positive company, having officially offset our entire historical carbon footprint dating back to the company's founding, plus ten percent. We also don't accept funding from fossil fuel companies.
- We're incorporated as a benefit corporation and are a high-scoring [Certified B Corporation](#) - we meet rigorous standards of social and environmental performance, accountability, and transparency.
- We are a 1% for the Planet [Member Company](#): we donate 1% of our annual revenue, not just profit, to environmental nonprofit organizations.
- We're committed to antiracism: our diverse team is one of our greatest assets.
- Visit us at www.verdicalgroup.com to learn more and watch our About Us video [here](#).

WHO YOU ARE

- An experienced event planner with a proven track record in growing sponsorship sales.
- You're a go-getter with experience in Salesforce, providing outstanding client service, deepening and nurturing long-term sponsor relationships, finding RFP / RFQ opportunities, and writing proposals.
- Excited to support internal Net Zero Conference and client event production from start to finish.
- An all-star talent who wants to work as part of a highly respected and growing team.
- A natural networker with an infectious enthusiasm for your projects.
- An effective negotiator who is comfortable working with contracts and budgets.
- Comfortable managing multiple projects simultaneously to meet deadlines in a timely manner.
- You are committed to making a positive social and environmental impact on the world. You will be evaluated quarterly on your performance and progress in these areas.
- Experienced in collaborating with a marketing team to produce quality assets for each event. You have a sound knowledge of marketing principles and techniques.
- Comfortable serving as brand ambassador for Verdical at industry events to conduct relevant business development outreach (ie. Greenbuild, CHESC, AIA-LA, USGBC-LA, and LBC-LA events).

WHAT YOU'LL DO

- Sponsorship & Business Development Activation:
 - o Help develop and implement an events sponsorship strategy and prioritize high-impact opportunities
 - o Building and sustaining long-lasting relationships with existing and potential clients
 - o Research & development of new opportunities in target engagement areas
 - o Direct sponsorship outreach
 - o Persuade prospects to purchase company advertising products and services by communicating the benefits of various types of advertising for sponsorship
 - o Ensure that Senior Partnerships & Manager is updated on all activities related to sponsorship activations through established reporting procedures
 - o Set up and lead meetings with potential and existing clients
- Event Activation:
 - o Sourcing and coordination of venues, event creative, media content, fabrication & technical direction, catering & hospitality, and other event-related services, with partners and external vendors
 - o Project management of cross-functional teams and projects including timelines-setting, start-to-finish event management, and communications
 - o Event management including onsite coordination
 - o Attending trade shows and training workshops

REQUIRED QUALIFICATIONS

- Bachelor's or Associate's degree in advertising, communications, or related fields
- 2-4 years of relevant experience in a similar role.
- Demonstrated experience securing sponsorships.
- Excellent organizational and analytical skills, strong negotiation and consultative sales skills, and exceptional customer service skills.

- Proficiency in a CRM platform such as Salesforce.
- Comfortability traveling several times a year for events.
- Expert in all Microsoft Office Suite and Google Suite applications

COMPENSATION & BENEFITS

- Full-time, overtime-exempt base salary position with potential for sales commission structure
- Compensation within listed range, commensurate with experience
- 100% company-paid gold level health insurance, dental insurance, term life insurance, and AD&D insurance
- \$750/year continuing education stipend
- 100% firm-paid credential exams and renewal fees
- \$100/month pre-tax cell phone benefit
- \$100/month pre-tax transportation benefit
- 401(k) Retirement Plan with company match (after one year of employment)
- Paid Time Off (PTO) for vacation and sick days + unpaid time off available for high performers
- 9 paid annual company holidays
- At this time, remote work environment with monthly required in-person team meetups in the regional market you work in
- We're humans first: our culture and policies promote physical, emotional, and mental wellness
- Attend industry conferences and events including VG's Net Zero Conference
- A career pathways program with quarterly meetings to discuss career goals and personal growth
- Great company culture that builds in full-team time for things like Earth Day volunteering, café meetups, great outdoors hiking adventures, game days, annual holiday dinner, retreats, and VG University.

APPLY

- Send an email with both PDF cover letter and resume attached to: applicants@verdicalgroup.com
- Title both the combined PDF and the email "Sponsorships & Events Manager - [Your Name]"
- We welcome applicants of all backgrounds and encourage potential fits to apply even if you do not meet the criteria outlined above. We look forward to hearing from you!