



P. O. Box 82059
Baton Rouge, Louisiana 70884-2059
Telephone – 225.766.6800 Fax – 225.766.9115
www.nsga.com

POSITION DESCRIPTION

TITLE: Manager of Marketing and Sponsor Relations

SUPERVISOR: President & CEO

TYPE POSITION: Full-time, Exempt

SALARY RANGE: \$35 – 40,000
NSGA provides an excellent benefits package

START DATE: Immediate

DUTIES:

- Manage all aspects of NSGA and Local Organizing Committee (LOC) partner sponsor fulfillment
- Establish and maintain regular communication with sponsors and sponsor agencies
- Assist the President and LOC Development Officers with new sponsor solicitations and acquisition
- Plan and execute sponsor familiarization events (FAMs)
- Manage sales and fulfillment on nsga.com and e-newsletter
- Prepare and distribute regular news releases
- Assist LOC media staff to develop materials pertaining to Games, events, competitors, etc.
- Supervise departmental Assistant Managers & Interns
- Significant travel
- Other duties as assigned