



**Job Title: Partnerships Associate**  
**3/31/2025**

**Organization Summary:** The American Birkebeiner Ski Foundation is a 501(c)(3) non-profit organization dedicated, as reflected in the Birkie Mission Statement, to hosting world-class events – such as the American Birkebeiner, Birkie Trail Run, Lumberjack World Championships, and many others; maintaining one of the nation’s premier recreation trails; and promoting healthy, active lifestyles for people of all ages and abilities.

**Accountabilities:** The Partnerships Associate proactively manages and executes all aspects of sponsor relationships, from contract development through post-event reporting, ensuring exceptional partner satisfaction and maximizing sponsorship value.

The ideal candidate is detailed oriented enjoys creative projects, excels at setting up and managing systems and is comfortable rolling up their sleeves to get the work done.

**Position Responsibilities:** The following activities are part of the daily/weekly/yearly activities that the position is responsible for:

- Serving as point of contact with sponsors on contract deadlines and deliverables.
- Processing new sponsors including entering contracts into the contract management system, communicating across internal teams about sponsor needs, collecting collateral from sponsors such as logos, and tracking in-kind donations.
- Managing the preparation and execution of on-site logistics for sponsor participation at all events including designing Expo layout; ensuring banners and other sponsor goods are designed, printed and appropriately displayed; and serving as a liaison with sponsors in attendance on key event details.
- Coordinating with the Events and Marketing teams on sponsor representation at Birkie events and external promotion of sponsors' support.
- Tracking sponsor analytics and providing regular reporting on sponsorship performance.
- Collaborating with the f a strong, proven work background in all areas:
- Ability to create timelines, manage deadlines, and track progress
- Excellent written and oral communication skills to both internal and external partners
- Strong problem-solving skills to ensure the smooth execution of tasks
- Skilled in Excel; proficient in business computer skills (Word, email, Web, etc.)



- Prefer experience working in Adobe Illustrator and/or Canva
- Positive team-oriented attitude, upbeat presence with others, including both co-workers and outside partners
- Must be able to help the team at events, including evenings/weekends as needed

**Salary:** Competitive salary based on experience. Benefits include comprehensive Health Insurance, 401k Match, generous PTO, staff apparel, and discounts at the Birkie Store and with select sponsors. Enjoy a dynamic and collaborative office culture with opportunities for professional development and team building in the heart of Hayward, WI.

**Job location:** Hayward, WI. Office hours apply.

**Contact:** Please submit completed resumes to Mike Brown ([mike.brown@birkie.com](mailto:mike.brown@birkie.com) )