

**POSITION DESCRIPTION  
CITY OF NOBLESVILLE, INDIANA**

**POSITION:** Partnership Manager  
**DEPARTMENT:** Parks and Recreation  
**WORK SCHEDULE:** 8:00 a.m. – 4:30 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** September 2024 **STATUS:** Full-time  
**DATE REVISED:** **FLSA STATUS:** Non-exempt

The City of Noblesville, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

Incumbent serves as Partnership Manager for the Parks and Recreation Department and Mayor's Office, responsible for managing and leading city efforts in developing and enhancing partnerships with new and existing businesses, non-profits, and communities, by heading sponsorship efforts and programs, evaluating and developing business relations, and developing/implementing related marketing strategies.

**ESSENTIAL JOB FUNCTIONS:**

Manages sponsorship program for Parks and Recreation Department and the city to support economic growth.

Collaborates with the Parks and Recreation Department, Parks Foundation, Mayor's Office, Economic Development Department, and other city entities to align partnership and sponsorship strategies across the city.

Proactively seeks out networking opportunities that align with city goals. Identifies, solicits, cultivates, and maintains sponsors and city partnerships to advance the economic interests, programs, events, facilities, and golf operations of the Parks and Recreation Department and the city.

Develops and implements partnerships through completion, including identifying impressions/values and reporting on it as required. Negotiates sponsorship agreements in principle subject to ultimate approval by appropriate body.

Provides consultation to elected officials and various city entities and departments regarding sponsorship and donor programs and opportunities.

Participates in identifying and establishing short-term and long-term goals related to partnership and sponsorship programs.

Monitors sponsorship events and programs to ensure partner expectations and sponsor commitments are met and to further expand the marketing/fulfillment efforts through photography, personal interviews, press releases and customer service.

Sources grant opportunities and writes grant proposals.

Provides material input and collaborates with departments to write, edit, design, and oversee the development and distribution of sponsorship materials and campaigns, annual reports, and press releases.

Assists with designing, coordinating, and monitoring all department social media accounts.

Assists in preparing annual budget, making recommendations to the Director.

Cultivates support resources by developing and maintaining marketing and volunteer partnerships with outside organizations.

Represents Parks and Recreation Department at various meetings, reporting and providing requested information.

Maintains data in designated programs and locations and prepares detailed monthly reports and other as-needed briefings for coordination with appropriate internal stakeholders.

Compiles and prepares annual report with statistics and narrative, such as attendance, revenue, expenditures, and sponsorship reports.

Maintains current knowledge of sponsorship/fundraising trends and developments by periodically attending training seminars and workshops.

Performs internal control duties to ensure the reliability of financial reporting, compliance with regulations, and the effectiveness of operations within the City of Noblesville. Completes internal control training as required by Indiana Code (IC) 5-11-127 regarding the safeguarding of assets, preventing fraud, and promoting operational efficiency and integrity.

### **NON-ESSENTIAL JOB FUNCTIONS**

Performs related duties as assigned.

### **I. JOB REQUIREMENTS:**

Bachelor's degree with coursework in Sales, Marketing, Communications, Public Relations, nonprofits, or related field. Minimum of five-years' experience in sponsorship/grant solicitation, public relations, public presentation, nonprofits, marketing, or communications preferred, or an equivalent combination of education and experience.

Working knowledge of Microsoft Office Programs, including Word, Excel, Outlook, Teams, and SharePoint; and various graphic design software, including social media platforms.

Possession of or ability to obtain certifications in CPR and First Aid within required time period.

Ability to successfully complete internal control training as directed.

Thorough knowledge of and ability to make practical application of principles and practices of marketing, advertising and public relations, including applicable local, state and federal regulations.

Working knowledge of the *City of Noblesville Civilian Employee Personnel Policy Handbook* and ability to apply these regulations/standards to employment.

Working knowledge of standard English grammar, reading, spelling and punctuation. Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, copier, and calculator.

Ability to prepare and make public speaking presentations, network, and effectively communicate orally and in writing with co-workers, other city departments, funding and regulatory agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Working knowledge of accounting principles and ability to perform relevant arithmetic calculations, maintain accurate records; prepare and submit detailed reports as required.

Ability to understand and follow written and oral instructions, plan and layout assigned work projects, and work alone or with others in a team environment with minimum supervision, often under time pressure.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to regularly work extended evening and/or weekend hours, including some holidays. Occasionally travel out of town for meetings/conferences, sometimes overnight.

Possession of a valid Indiana driver's license, a demonstrated safe driving record, and must remain insurable through the City of Noblesville's liability insurance carrier. (Refer to the Civilian Personnel Policy for additional information.

## **II. RESPONSIBILITY:**

Incumbent works with indirect supervision, making decisions and recommendations according to city and department policies and procedures and legal requirements, referring unusual and/or unprecedented situations to the supervisor. Work is periodically reviewed for appropriate supervision or direction of assigned operations.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains contact with co-workers, other city departments, funding and regulatory agencies, vendors and the public for purposes of exchanging information, explaining/interpreting policies and procedures, coordinating operations, and resolving problems.

Incumbent reports directly to the Parks and Recreation Director.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties in a standard office environment involving sitting for long periods, bending, reaching, lifting/carrying objects weighing less than 25 pounds, handling/grasping/fingering objects, hearing sounds/communication, and close/far vision. Physical effort while conducting programs/activities may involve standing/walking for long periods. Safety precautions must be followed at all times to avoid injury to self and others.

Incumbent regularly works extended evening and/or weekend hours, including some holidays. Occasionally travels out of town for meetings/conferences, sometimes overnight.

**APPLICANT / EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Partnership Manager for the Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant / Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed