



Account Manager :: Sponsorship Committee

About Us:

As a professional chapter of the American Marketing Association and a trusted ally in its nationwide network, AMA Chicago stands 84 years strong in its mission to provide opportunities for Chicago marketers to expand their knowledge, improve their skills and grow in their careers through access to leaders in the field and skill-building content. Our vision is to be the most valued marketing association membership in Chicago.

The Sponsorship Committee of the AMA Chicago is seeking an experienced Account Manager to join our team. The Account Manager is responsible for maintaining the day-to-day relationships with current annual chapter sponsors. These annual sponsors are a key part of our community and success as a chapter. Working with the VP of Sponsorship Relations, Director of Sponsorships and Director of In Kind Sponsorships, the Account Manager position will play a key role in the continued growth and success of these sponsor partnerships by engaging in regular communications with sponsors to ensure they are set up to succeed and gain the most out of their investment with AMA Chicago.

To succeed in the position, the ideal candidate should have a highly responsive service orientation; strong verbal, writing and editing skills; knowledge of and ability to work with multicultural audiences; and the ability to work well in a team setting.

What you will do:

- Take the lead in developing and implementing a calendar of communications for each sponsor as it relates to their sponsorship package.
- Work with sponsorship team to manage the day-to-day implementation tasks related to sponsor communications, requests for assets and content, and general proactive reminders about overall sponsor benefits
- Follow up with each sponsor after each event they sponsor to debrief and get general feedback
- Provide strategic insights and critical thinking to ensure we as a chapter provide an overall experience that exceeds sponsor expectations

What you bring:

- Bachelor's Degree in marketing, communications or related field and four (4) years relevant experience, OR,
- High School Diploma and minimum of four years of advertising agency or other related experience
- Project management experience
- Willingness to work with diverse audiences
- Strong writing capabilities
- High detail orientation