

ABFF VENTURES LLC

EMPLOYMENT OPPORTUNITY

Position:	Coordinator, Sponsorship & Client Services
Compensation:	Competitive
Job Status:	Full-time
Benefits:	Medical, Dental, 401k plan
Start Date:	Immediately
Reporting to:	VP, Sponsorship Sales & Business Development
Location:	Los Angeles/Burbank area

Job Description

We are looking for a highly organized, detail-oriented, and self-motivated candidate with strong communication and administrative skills. The candidate will help maintain relationships with clients at the appropriate level and serve as operational support for sponsors. A can-do attitude and the ability to support the sales team with program activations.

Responsibilities

- Provide crucial administrative, account management support to our sales team on various projects.
- Serve as point person for sponsor requests and communication including general inquiries, creative changes, logo implementation and program timelines.
- Provide weekly client status updates and liaise with internal teams to maintain and track deliverables.
- Assist with developing stylized sales decks and written materials.
- Schedule sales team meetings, generate emails, agendas to appropriate parties.
- Research background information on prospective sponsors including executive bios, and company objectives in advance of meetings.
- Coordinate and organize sales materials, contracting, invoicing, data pulls and reports.
- Maintain the client database with incumbent and prospective partners.
- Work alongside the programming team to execute seamless activations.

Qualifications

- 3-5 years of experience with account management, client service, project management or administrative capacity.
- Bachelor's degree in English, Communications or Marketing.
- Excellent business writing, communication, organizational and presentation skills.
- Ability to multi-task, manage time efficiently and work independently.
- Experience working in an environment where corporate protocol is a must.
- Proficient in PowerPoint, Photoshop, and Excel
- Skilled at developing pitch presentations and sponsorship decks.
- Excellent proofreading/compositional skills. Samples and writing assessment required.
- Knowledgeable and passionate about Black culture and entertainment.

ABOUT ABFF VENTURES

ABFF Ventures LLC (ABFFV) is an American entertainment company specializing in the production of live events that celebrate Black culture and achievement. ABFFV's tent-pole properties include the American Black Film Festival, ABFF Global Series, ABFF Comedy Festival, and ABFF Honors. The mission of the company is to curate experiences and platforms that showcase Black talent and empower new voices in the arts and entertainment industry.

We offer a competitive salary commensurate with experience. Please email résumé, cover letter and salary requirements to: jobs@abffventures.com.