



## Senior Sponsorship Management Executive

### West Indies Cricket Board Inc., Antigua

#### Background

The West Indies Cricket Board Inc. which is headquartered in Antigua, is the governing body responsible for cricket in the West Indies. Its mission is to manage, develop and promote cricket to the benefit and enjoyment of the West Indian people and the world.

#### The Role

The Senior Sponsorship Management Executive is responsible for building and nurturing strong relationships and ensuring that all key partners of the WICB are serviced and all reporting and contractual obligations are met and exceeded.

#### Key Responsibilities

1. **Service Commercial Partners:** ensure the delivery of all contractual obligations.
2. **Relationship Management:** responsible for the day to day account management and building and cultivating the relationship with the commercial partner.
3. **Sponsorship Budgets:** lead the preparation and management of sponsorship budget.
4. **Sponsorship Renewal:** play a lead role in the renewal of sponsorship contracts with current commercial partners.

#### Skills and Experience Required

##### Academic/Professional Qualifications

- Associate's degree or equivalent professional certification in relevant discipline – marketing, management, business administration or sports management.

##### Practical Experience

- Minimum 5 years work experience in a similar role.
- Experience with managing sponsor contracts.
- Practical sponsorship account activation experience.
- Working independently and/or as a part of a team in a high pressure environment.

##### Knowledge/Skills/Competencies

- Customer orientation with a positive "can do" approach.
- Ability to anticipate client's needs, respond appropriately to all client's queries and when necessary push back or seek alternative solutions.
- Ability to form sound relationships with major partners and build trust/rapport.
- A good general knowledge of brand marketing.
- Ability to prioritise, organise and manage a diverse and complex workload.
- Project planning and event management skills.
- Good written and verbal communication skills.
- Management and supervisory skills.

#### Applications

For a detailed job description and application form, please visit <http://windiescricket.com/wicb/careers>

Please send your completed application and CV by **January 13, 2017** to: [recruitment@windiescricket.com](mailto:recruitment@windiescricket.com)