

Corporate Partnerships Sales Assistant

Application deadline: Open until filled, applications will be reviewed daily.

Department: Marketing & Communications

Location: Negotiable. Preference given to candidates within 70 miles of our headquarters office in St. Paul, MN.

Reports To: Corporate Partnerships Manager

SUMMARY

Pheasants Forever and Quail Forever is seeking a highly organized and proactive **Corporate Partnerships Sales Assistant** to support our corporate sales and marketing teams. This role is ideal for someone who thrives in a fast-paced environment, has excellent communication skills, and is passionate about delivering top-tier service to partners.

As the key administrative and project coordination support for our corporate sales efforts, you'll help develop sales proposals, track deliverables, manage campaign execution, and generate performance reports. You'll work cross-functionally with internal departments and external partners to ensure our sponsors and advertisers receive outstanding service and measurable results.

If you're an organized communicator who thrives on making things happen behind the scenes, we'd love to hear from you. This is an excellent opportunity to join a purpose-driven team while building valuable experience in corporate partnerships and marketing. Our Corporate Partnerships team does more than sell ads and sponsorships — we help drive meaningful impact by supporting our partners and advancing Pheasants Forever and Quail Forever's wildlife habitat mission.

KEY RESPONSIBILITIES

- Act as a liaison between corporate sales representatives, internal teams, and external partners to ensure smooth communication and execution of partnership marketing campaigns.
- Track all corporate sponsorship and advertising deliverables, ensuring timely and accurate fulfillment across digital, print, and event-based campaigns.
- Maintain inventory logs, timelines, and campaign trackers to support sponsor fulfillment and retention.
- Coordinate closely with the marketing team to align partner deliverables with campaign calendars and production schedules.
- Assist in the setup, execution, and monitoring of digital marketing campaigns via Google Ad Manager, including banner ads, email promotions, social media, and website placements.
- Collaborate with the in-house creative and content teams to gather and deliver campaign assets that meet specifications and deadlines.
- Help prepare polished and professional sales proposals, renewal presentations, and proof-of-performance (recap) reports using PowerPoint and other tools.

- Monitor and report on digital performance metrics using Google Ad Manager and other analytics tools (email, web, social, video).
- Ensure consistent communication and project updates with corporate partners and internal stakeholders.
- Support the organization's presence at key partner-facing events, including National Pheasant Fest & Quail Classic and others as assigned.
- Perform other administrative and coordination tasks as assigned by the Corporate Partnerships Manager or VP of Corporate Partnerships.

REQUIRED QUALIFICATIONS

- Bachelor's degree in communications, marketing, public relations, business, sales, or a related field.
- Strong problem-solving skills with the ability to troubleshoot and resolve issues related to sales, contracts, and client requests.
- Demonstrated ability to work independently while also serving as an effective and collaborative team member.
- Detail-oriented with a strong focus on accuracy and organization.
- Proficient in Microsoft Office, with advanced skills in PowerPoint and Excel.
- Experience managing digital advertising campaigns, including working with platforms such as Google Ad Manager.
- Understanding of digital marketing analytics and reporting.
- Excellent written, verbal, interpersonal, and customer service skills.
- Ability to manage multiple projects simultaneously and meet tight deadlines.
- Experience supporting marketing or advertising campaigns across multiple channels.

PREFERRED QUALIFICATIONS

- Experience using Microsoft Clarity and Sprout for social and web analytics.
- Monday.com for project management
- Familiarity with CRM systems, especially Microsoft Dynamics.
- Experience or knowledge of the upland hunting, shooting sports, and conservation industry.
- Background working with nonprofit or mission-driven organizations.
- Creative and professional design sensibility for building proposals and recap documents that meet brand standards.

SALARY

The range from this position is \$50,000 to \$60,000 annually, depending upon experience. Please see our Jobs page on our website for our benefits summary.

To Apply: Visit our website at: www.pheasantsforever.org/jobs ONLY ONLINE APPLICATIONS WILL BE ACCEPTED. Please **combine your cover letter, resume, and 3 references into a single Microsoft Word document or PDF file** before uploading to your

application on our Recruitment website.

Pheasants Forever, Inc and Quail Forever is an Equal Opportunity/Affirmative Action, e-Verify employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with disability, or any other category that may be protected by law.