

CONQR®

ENDURANCE GROUP

POSITION TITLE:	Business Development Intern
FLSA STATUS:	Hourly Non-Exempt
LOCATION:	Downtown, Los Angeles
BONUS POTENTIAL:	This position is not bonus eligible
REQUIRED TRAVEL:	Negligible
ENVIRONMENTAL CONDITIONS:	Work is performed in a standard office environment
REPORTS TO:	Assistant Manager, Corporate Sponsorships

Business Development Intern

Conqr Endurance Group (“Conqr”), a subsidiary of McCourt Global, is a global endurance brand that channels the vibrancy of Los Angeles into experiences for individual and communities to exceed extraordinary limits. The Skechers Performance Los Angeles Marathon, held each March, is among the largest marathons in the United States with more than 25,000 participants, thousands of volunteers, and hundreds of thousands of spectators. In addition to the marquee event, Conqr produces the Santa Monica Classic 5K/10K in September, the LA BIG 5K in March, and, recently added, the Pasadena Half Marathon & 5K at the Rose Bowl in January.

We are looking for an enthusiastic person eager to gain tangible experience in the sports industry. The successful candidate will be passionate about the endurance sports industry, event operations and customer experience. At Conqr Endurance Group, we value talent, strong work ethic, positivity, accountability, passion and resilience.

Position Description: The position resides in the Business Development Department and reports to the Assistant Manager, Corporate Sponsorships. This position will assist with the execution of business development projects including staff apparel, exhibitor and virtual goodie bag sales, and sponsor fulfillment support for the Pasadena Half Marathon & 5K at the Rose Bowl and Skechers Performance Los Angeles Marathon.

Core Responsibilities (including but not limited to):

- Support exhibitor sales through outreach, answering questions, and securing sales.
- Support virtual goodie bag sales and fulfillment through outreach, sales assistance and virtual goodie bag fulfillment.
- Manage staff apparel project in its entirety from receipt of merchandise, inventory, and distribution.
- Provide sponsor fulfillment support to Business Development Team including credential distribution and social media fulfillment.
- Support sponsor activations leading into and throughout Marathon Week.
- Support the sponsor recap project with support from the Business Development Team.

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Requirements & Qualifications:

- Ability to problem solve independently and in a team environment
- Ability to work weekends and extended hours on event weekend, September 10th, 2017, January 20th-21st, 2018 and March 17th-18th, 2018
- Knowledge of, and interest in running/endurance sports a plus
- Sport sponsorship, event management and sales experience preferred
- Social media experience preferred
- Highly organized with strong project management skills, able to manage and prioritize multiple projects/deadlines efficiently
- Excellent verbal, written and presentation skills
- Polished, professional interpersonal skills, both internally and externally
- Positive team-player, willing to learn and interested in working at a growing, dynamic organization
- Excellent working knowledge of Microsoft Office (Excel and PowerPoint)
- Self-starter who enjoys working in an active and challenging environment

Competencies:

- **Fostering Teamwork:** The ability and desire to work cooperatively with others on a team; interest, skill, and success in getting groups to work together cooperatively
- **Communication:** Expresses self clearly in conversations and interactions with others and in business writing. Excellent communication and organizational skills.
- **Thoroughness:** Ensures that one's work is complete and accurate. Carefully reviews and checks the accuracy of information.
- **Initiative:** An innovative, energetic and self-motivated attitude. Identifies what needs to be done and does it before being asked to or required by the situation. Does more than what is normally required in a situation
- **Stress Management:** The ability to keep functioning effectively when under pressure; remains calm under stress; can effectively handle several problems or tasks at once.
- **Demeanor:** Must have ability to represent LAM professionally as it relates to conduct, behavior and appearance/attire.

Terms:

- September 5, 2017 to April 13, 2018
- Full-Time; Monday through Friday, with additional hours during event weekends (September 10, 2017; January 21, 2018; March 17-18, 2018)
- Compensation is \$14/hour; Internship is also available to students needing internship credit

Qualified candidates are asked to email a cover letter and resume by July 31, 2017 to sponsorship@goconqur.com. Please, no phone calls.