

Job Title: Partnership Development Coordinator
Department: Partnership
Reports to: Director of Partnership Services

FLSA status: Exempt
Classification: Full-Time
Supervises: None

Ragnar Relay is looking for talented individuals to join our global tribe of adventurers. We are a group of active people who seek to work with individuals who work hard and play hard and have a deep desire to be successful. Ragnar is a Utah-based company with a national footprint, we are a premier series of overnight road and trail running relay adventures.

We offer a great benefits package including 75% paid health care premiums, 401K & match, open PTO policy, as well as one free Ragnar team registration per year plus more!

Position Summary: The Ragnar Partnership Development Coordinator is accountable for supporting Ragnar's sales team in presenting the value of Ragnar and strategic opportunities its events and marketing channels can provide.

He/she works collaboratively with the Sales, Activation, Operations and Marketing Team to vet activation ideas, manage available inventory and evaluate partnership data. The Partnership Development Coordinator will manage internal requests and work directly with his/her manager in compiling comprehensive PowerPoint sales decks, research/reporting data and streamline internal sales tracking tools.

Essential functions and responsibilities:

- Build strategic sales partner presentations
- Manage the Partnership department's research and digital resources
- Track the flow and execute internal requests for partnership reports and presentations
- Create and regularly update supportive sales and activation documents including:
 - Quick facts for each race
 - Category sales sheets
 - Benefits grid
 - Annual calendar of key trade shows and conferences
 - Renewal cycle calendars
 - Partner activation details for each race
 - Recap valuations-impressions
 - Merchandise sales reports
 - Activation concept sheets
 - Digital brand assets
- Adhere to organizational processes to maximize interdepartmental productivity and efficiency with Operations teams, Merchandising, Marketing (all channels) as well as Technology
- Maintain accurate records partner list in salesforce.com



RAGNAR RELAY
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- Assist with partner case studies and recaps when requested
- Assist in developing client abstracts when requested
- Interfaces with other departments and supplier representatives
- Responsible for effective communication levels and foster team building
- Manage continuous improvement projects involving cross functional teams where necessary
- Miscellaneous projects as assigned
- Perform other related duties as assigned

Qualifications Required:

- Bachelor's degree
- 2-3 years of experience in sales development
- Strong understanding of customer and market dynamics and requirements
- Understanding of Endurance Sports
- Willingness to travel and work in North America
- Proficient with Microsoft Office (Word, Excel, PowerPoint)
- Excellent interpersonal and communication skills with the ability to work effectively both independently and as a member of a team and multiple cross-functional project teams
- Detail-oriented self-starter with the ability to prioritize projects, work within short time frames and meet deadlines
- Problem solving skills

Travel Requirement

- Travel to a minimum of 2 races a year

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands: While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Work Environment: The noise level in the work environment is usually moderate



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