

Business Development Coordinator

Broken Arrow Soccer Club

Job Description



Position Overview:

The Business Development Coordinator will play a key role in advancing Broken Arrow Soccer Club's growth and sustainability through the development and nurturing of business partnerships, corporate sponsorships, and event coordination.

This position is central to BASC's mission to serve the largest youth soccer community in Oklahoma by securing resources and partnerships that enhance player experiences, improve facilities, and expand club programming.

The successful candidate will be a collaborative, detail-oriented professional with strong communication skills and a passion for youth sports and community engagement. In office / on-site position (not remote.)

Core Responsibilities:

1. Business Sponsorship Development & Management
 - Review and analyze current sponsorship opportunities and create best practices documentation
 - Assess and manage sponsor contract renewal dates and relationships
 - Identify and pursue new sponsorship opportunities at all tiers
 - Manage sponsor banner placement at ISSC per guidelines
 - Develop and present sponsorship packages on per-season or yearly basis
 - Track sponsorship metrics and renewal rates
2. Club Event Coordination
 - Assist with planning, coordination and implementation of seasonal club community events
 - Support other club events and initiatives as assigned
3. Business Development & Partnership Outreach
 - Proactively reach out to local businesses, companies, and community organizations to present sponsorship opportunities
 - Schedule and conduct face-to-face meetings with business owners and decision-makers to discuss partnership potential
 - Present BASC's mission, programs, and sponsorship packages tailored to each business's needs and budget
 - Follow up with prospective sponsors to answer questions and move partnerships forward
 - Build and maintain ongoing relationships with current and prospective business partners
 - Prepare sponsorship proposals and agreements
 - Track partnership engagement and ensure BASC fulfills all sponsorship commitments and deliverables

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Qualifications:

Required Qualifications

- 2+ years of experience in business development, sales, marketing, or event coordination
- Strong written and verbal communication skills
- Excellent organizational and project management abilities
- Strong technical skills with business software applications
- Ability to manage multiple projects and priorities simultaneously
- Passion for youth sports and community engagement
- Willingness to work flexible hours, including evenings and weekends during events

Preferred Qualifications

- Experience in youth sports organizations or non-profit management
- Background in sponsorship or partnership development
- Experience coordinating large community or sporting events
- Familiarity with youth soccer or athletics

Desired Professional Attributes:

- Professional demeanor with strong interpersonal skills
- Self-motivated with the ability to work independently and as part of a team
- Creative problem-solver with strong attention to detail
- Collaborative approach with a commitment to BASC's mission and values
- Adaptability and flexibility in a dynamic, fast-paced environment

Compensation & Schedule:

- Hourly Rate: Commensurate with experience
- In-Office hours per week: 15-20 hours (flexible, part-time)
- Schedule: Flexible hours with expectation of some evening and weekend availability during events