

| | |
|------------------------|--|
| Position Title: | National Conference Partnerships Manager |
| Reports To: | Director of National Conference Planning & Partnerships |
| Direct Reports: | None |
| Location: | Reston, Virginia (Hybrid – minimum two days onsite for DMV-area staff; remote considered for qualified candidates) |
| Classification: | Full Time |
| FLSA Status: | Exempt, not eligible for overtime |
| Salary: | \$65,000 - \$80,000, commensurate with work location & experience |
| Travel: | Attendance at the National Leadership Conferences, held in June, is required. |
| Work Schedule: | Primarily normal business hours (weekday schedule), with flexibility required to support key organizational priorities and events, including occasional evenings and weekends. |

About FBLA

Future Business Leaders of America (FBLA) is one of the nation's largest business-focused career student organizations, dedicated to inspiring and preparing students for success in business and leadership. With nearly 90 years of history, FBLA serves more than 230,000 middle school, high school, and collegiate members through innovative programs, competitive events, leadership development, and real-world career preparation. Based in Reston, Virginia, FBLA's National Center is home to approximately 15 full-time professional staff who work collaboratively in a dynamic, mission-driven environment.

Position Overview

The Manager of National Conference Partnerships is responsible for recruiting, cultivating, securing, and retaining strategic sponsorships and partnerships that align with the mission and values of FBLA. This includes proactively identifying and reaching out to prospective partners, cultivating relationships that lead to meaningful engagement, closing partnership and sponsorship agreements, and ensuring long-term partner satisfaction and retention. The role plays a critical part in building and sustaining a robust pipeline of sponsors and partners that support FBLA's national conferences and advance opportunities for students nationwide.

Position Duties and Responsibilities

Partnership Development & Management

- Identify, recruit, and engage mission-aligned organizations for sponsorships, exhibits, and partnerships
- Develop and implement partner engagement strategies to meet revenue targets
- Create tailored proposals and negotiate partner agreements that clearly demonstrate the value and impact of partner support, establish mutual expectations, and ensure timely execution of commitments
- Secure and coordinate partnership agreement deliverables through cross collaboration with FBLA teams
- Track and maintain revenue pipeline to provide progress reports on revenue targets
- Build and maintain strong relationships with partners to support long-term engagement and satisfaction

Event Coordination & Engagement

- In coordination with the Director of National Conference Planning & Partnerships, support logistical elements tied to partner participation at FBLA national conferences
- Support sponsor and exhibitor logistics for national conferences, including booth assignments, setup, signage, and activations
- Provide excellent customer service and support throughout the full event lifecycle
- Collaborate across departments to meet partnership-related goals and ensure integrated event execution
- Contribute to operational improvements that enhance the quality and efficiency of partner services

Cross Functional Collaboration

- Collaborate with the Marketing & Communications team to enhance FBLA storytelling, promote sponsors, and drive fundraising efforts
- Work with the Education & Learning team to align partner initiatives with FBLA's educational programs and student experiences, ensuring partnerships directly enhance member learning and impact
- Coordinate with the Operations team to ensure accurate invoicing, payment tracking, and partner account resolution

Supervision Responsibilities:

- Direct Reports: None

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Physical Requirements

Prolonged periods of sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at times.

Travel Requirements

Attendance at the National Leadership Conference, held in June, is required. Additional travel may be requested based on role and organizational needs.

ADA

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions of this position.

Education, Experience, Knowledge, and Skill Requirements:

- Associate or bachelor's degree.
- Minimum 2--4 years of experience in sponsorship management, fundraising, corporate partnerships, or business development, ideally within a nonprofit, trade association, or education-focused organization
- Proven track record of meeting or exceeding revenue targets through sponsorship and partnership cultivation
- Experience supporting fundraising, sponsorship, or revenue-generating initiatives.
- Strong project management, writing, presentation, and relationship-building skills.
- A collaborative, high-energy leader comfortable operating at both strategic and tactical
- Capable of juggling multiple projects and timelines with efficiency

FBLA is an equal opportunity employer and encourages applicants from diverse backgrounds to apply.

- Proficient in Microsoft Office 365 (Word, Excel, PowerPoint, Teams, Outlook); experience with CRM systems and/or event management platforms is a strong plus
- Excellent strategic thinking and problem-solving abilities with attention to detail
- Exceptional written and verbal communication skills for crafting sponsor proposals, agreements, and promotional content
- Able to collaborate cross-functionally with marketing, education, finance, and leadership teams
- Occasional travel (5-15%) and support events on behalf of the association.
- Occasional evening or weekend availability (5-15%) may be required during peak times.

How to Apply

Interested candidates should submit a **resume and cover letter** outlining their qualifications and interest in the position to careers@fbia.org. **Please indicate the position you are applying for in subject line: National Conference Partnerships Manager.** The position will remain open until filled, with application review beginning June 10, 2026.