

FC Tulsa Work Experience Program

Job Title: Partnerships Intern WEP

Position Type: Internship - For College Credit Hours Only

Semester or Year-Long

Location: On-Site

Overview of FC Tulsa (FCT)

FC Tulsa (FCT) is seeking a Partnerships Intern to join our team on a semester or one year basis. As part of the evolving Partnerships Department, we are seeking to employ an energetic and dynamic intern to assist in our mission to create long-term, high-value partnerships that drive revenue, deliver brand impact, and deepen community engagement. This role will work directly with the Manager, Business Development.

Program Purpose

Under the direction and guidance of FC Tulsa's Senior Team, the Work Experience Program (WEP) provides students with the unique opportunity to gain practical sport management experience in a professional sports league setting. By working on various strategic projects and initiatives, WEP participants will gain hands-on experience.

Position Purpose

Under the direction of the Partnerships Team, the Partnerships Intern supports the department by assisting in all phases of the partnership sales cycle that have a direct impact on partnership revenue. This includes but is not limited to: Prospecting, Discovery, Strategy, Pitching, Fulfillment & Account Management, and Renewals.

Duties & Responsibilities

- Prospecting & Discovery
 - Conduct market research to identify and qualify new business leads and potential corporate partners
 - Utilize CRM to assist in the maintenance and organization of the department's prospect pipeline.
 - Support the Partnerships Team in the development of targeted prospect lists and introductory communications.
- Strategy & Pitching

- Help create customized partnership proposals, presentations, and other sales collateral.
- Assist with the development of creative and innovative activation ideas that align with both FC Tulsa's and potential partners' goals.
- Aid in the preparation for and participation in partner meetings and pitch calls.
- **Fulfillment & Account Management**
 - Partake in internal inventory tracking to ensure accurate fulfillment of all partner deliverables
 - Assist with the development of comprehensive partnership recap reports to showcase the value and ROI of a partner's investment.
 - Help capture partnership elements from digital verticals, social media, and broadcasts.
 - Support the team with game-day partner activations and hospitality, ensuring a seamless experience for all clients.
- **Renewals & General Support**
 - Assist in compiling data and insights to support the renewal of existing partnerships.
 - Participate in weekly strategy meetings with the Partnerships Team to discuss project progress and new initiatives.
 - Perform other administrative and project-based duties as assigned to support the overall objectives of the Partnerships department.

Qualifications

- **Education & Credit**
 - Must be currently enrolled and working towards a bachelor's or master's degree in a related field (i.e. Business Administration, Marketing, Sport Management, Communications)
 - Must be able to certify that they can receive college credit from an accredited college or university for their participation in the program.
- **Technical Skills**
 - Proficiency with Workplace applications such as Docs, Drive, Gmail, and Sheets is a must.
 - Familiarity with HubSpot is a plus. Experience with lead management, data entry, and pipeline tracking is highly beneficial.
- **Professional & Interpersonal Skills**
 - Excellent verbal and written communication skills are required. The ability to draft professional emails, contribute to team discussions, and articulate ideas clearly is critical.

- Strong work ethic & “team-first” mentality are a must.
- Should be extremely organized and detail-oriented, with a focus on both quality and consistency.
- Ability to work independently and manage multiple tasks under deadlines in a timely and efficient manner.
- Industry Knowledge / General
- Knowledge of sports and/or soccer is preferred, but not required.
- Ability to stand for extended periods and lift up to 30 lbs as needed.

We are an equal opportunity employer and all qualified applicants will receive consideration for the internship without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic prohibited by law.