



Job Title: Partnerships Associate (Catholic Partnerships)

Location: Remote (in-person for required company events)

Reports To: Director of Catholic Partnerships

Position Status: Exempt

Responsibilities

- Update and manage CRM database with potential partner schools and organizations
- Plan with Partnership Director outreach strategy and communication plan
- Employs a variety of communication methods to engage prospects
- Establishes connection with potential partners leading to pitch meetings
- Identifies and recommends areas of improvement in prospect engagement
- Participates in all-company meetings (both remote and in person)
- Participates in sales and partnerships meetings
- Meets with director for weekly strategy meeting (as needed)
- Joins sales director on sales calls in support capacity (as needed)

Requirements

- Experience with or affinity for classical education, great books, or assessments
- Demonstrates CLT's Core Values: Anchored, Humane, and Passionate.
- Meticulous attention to detail and customer service
- Aptitude for and familiarity with technology, especially CRMs (Hubspot)
- Ability to identify problems and propose solutions
- Excellent communication skills, both written and oral
- Ability to work in a fast-paced environment and adapt to changing priorities
- Bachelor's degree or equivalent.