

JOB DESCRIPTION

Job Title: Manager I (Various)
Working Title: Manager I, Corporate Partner Program
FLSA Status: Exempt
Salary Grade: 9

PURPOSE OF POSITION

The Manager I, Corporate Partner Program, will oversee the functions and personnel associated with the department.

DISTINGUISHING CHARACTERISTICS

This is the first level of the Manager (various) series. At this level, incumbents may independently represent the organization. May be responsible for a specialty program area that has a major impact on the organization.

SUPERVISION EXERCISED AND RECEIVED

- Receives oversight from departmental management.
- First-line supervisory responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Manage sales process and planning, lead generation, and marketing alignment.
- Serve as the subject matter expert for all Corporate Partner Program questions regarding sales.
- Develop and execute sales plans that support the CEO's Vision for the organization; leverage key marketing programs and promotions.
- Research, prospect and establish leads for corporate partners followed by an introductory needs analysis/discovery meeting utilizing a consultative sales approach.
- Lead participation in community and business events to promote the Corporate Partner Program and ridership.
- Generate a pre-determined level of new business revenue and ridership for Metrolink.
- Develop and conduct persuasive sales presentations to prospective and existing clients.
- Deliver outstanding customer sales experience to Metrolink CPP clients, and work to expand the program within their organizations.
- Build and manage sales onboarding programs.
- Implement processes and make recommendations to leverage use of Salesforce for business-to-business marketing campaigns.
- Assist Sales Specialist with the inbound inquiry funnel.
- Maintain and build relationships with existing partners and prospects.
- Identify priorities for the Corporate Partner Program and organize workflow for junior staff.
- Ensure quality work through a quality assurance/quality control process.
- Collaborate interdepartmental and interdivisional on corporate partner related programs.



- Interface regularly with the executive leadership team to communicate potential leads, upcoming projects and identify challenges, risks and resolution.
- Prepare weekly reports on referral sources and confirmed pipeline of projects and sales.
- Participate in weekly business review, monthly forecast, training, and other sales-related meetings as required.
- Manage expense budgets related to the implementation and execution of corporate partnership agreements.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in Marketing, Communications, Business, or related field.
- A minimum of (5) years of work experience in sales.
- A combination of training, with a minimum of an Associate Degree and/or experience that provides the required knowledge, skills, and abilities, may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.
- A valid Class "C" California driver's license with a satisfactory driving record of no more than two moving violations and no DUIs within the last three years

Preferred Qualifications

- Master's degree

Knowledge, Skills, and Abilities

Knowledge of:

- Direct sales and sales training
- Revenue and ridership forecasting and long-range planning
- Marketing principles and marketing campaign management
- Salesforce.com
- Business operations, as it relates to SCRRRA transportation programs and service plan

Skilled in:

- Selling
- Responding and following up on leads with excellent closing skills
- Strong and effective leadership, communication and team building
- Analytics and research
- Time management skills
- Use of Microsoft Office

Ability to:

- Close new accounts
- Service and retain existing accounts
- Supervise employees, implement performance management practices, and motivation of peers
- Establish and maintain effective working relationships



- Travel between client locations

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Updated: November 2025

