



**JOB OPENING:
PARTNERSHIP MANAGER**

Posted July 6, 2026

Work Where It's Always Been the Place

Visit Lake Geneva – a premier Wisconsin destination marketing organization and chamber of commerce – is looking for an energetic, creative, and community-minded achiever to join our team as a Partnership Manager. The position offers a unique opportunity to pursue a career in a world-class destination known as the “Hamptons of Chicago” while working in a fun and inspiring environment. From stunning lake views and vibrant local businesses to world-class events and experiences, Lake Geneva has always been the place people love to visit and call home. Now, you can be part of the team that makes it all happen!

About the Role

Visit Lake Geneva is seeking a **Partnership Manager** who thrives on building relationships, connecting people, and helping businesses grow. In this role, you'll be the friendly face and trusted resource for our partner members — ensuring they feel supported, engaged, and valued. You'll also recruit and welcome new partners, introduce them to all Visit Lake Geneva has to offer, and help them see the benefits of being connected to our thriving business community.

This is a dynamic role with plenty of variety: one day you may be meeting a new business owner downtown, the next you're drafting a partner bulletin, and later that week you're representing Visit Lake Geneva at a community event. If people who are passionate about community energize you, this role is for you!

What You'll Do

- Build lasting relationships with current partners through regular check-ins, personal outreach, and proactive communication.
- Respond to partner questions, share resources, and help them maximize the value of their investment.
- Receive and respond to prospective partner inquiries, provide appropriate information, and assure timely follow-up communications.

- Welcome and onboard new partners, ensuring they feel part of the VISIT Lake Geneva family.
- Share opportunities for marketing programs, promotions, and events that support their business goals.
- Keep partner records updated and accurate in our customer relations database to help the whole team better serve the community.
- Create partner email bulletins to share helpful resources that highlight opportunities and celebrate our partners.
- Lead monthly partner meetings, ribbon-cutting events, and business after-hours programs.
- Oversee volunteer Ambassador program, offering regular opportunities to engage with our partners and support Visit Lake Geneva team members.
- Represent Visit Lake Geneva at meetings, events, and community gatherings (some evenings and weekends required).

What We're Looking For

- A polished communicator with strong presentation, writing, and interpersonal skills.
- Someone who enjoys networking, relationship-building, and working with a wide variety of people.
- Highly organized and detail-oriented, with the ability to manage multiple projects.
- Comfortable with technology, including email, Word, Excel, and databases/CRMs.
- A team player who brings positivity, energy, and collaboration to everything they do.
- Experience in membership, sales, business development, and/or community engagement is a plus.

Why You'll Love Working with Us

- Be part of a mission-driven team that supports and celebrates the Lake Geneva area and the people behind the businesses.
- Build connections with business leaders and community partners.
- Enjoy a role where no two days are the same — a mix of office time, in-the-field relationship-building, and community events.
- Experience a flexible, well-being centered workplace with great work-life balance, all from a unique on-site office in a historic Lake Geneva home.
- Competitive compensation with an annual salary range of \$55,000-\$65,000 (final salary offer based on qualifications and experience).
- Generous benefits, including health, dental, and vision insurance; paid holidays; vacation and sick leave; a SIMPLE IRA matching program; and a monthly phone stipend.

How to Apply

Send your resume and a brief cover letter telling us why you'd be a great fit for the Partnership Manager position to:

Kellie Carper
Director of Events & Partnership
kellie@visitlakegeneva.com

Applications will be reviewed on a rolling basis until the position is filled.