Downloaded from <https://www.velvetjobs.com/job-descriptions/acquisition-manager>

# Example of Acquisition Manager Job Description

Our innovative and growing company is looking for an acquisition manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for acquisition manager

* Manage day-to-day relationships with distributor counterparts and keep track of their incoming submissions
* Support senior buyers with a strong command of deal details throughout the different phases of negotiations
* Establish and maintain high-level, working familiarity with Acquisitions deal history - pricing, terms and content
* Assist in the resolution of contract discrepancies relating to acquired or licensed content and steer post-execution maintenance of upcoming/future notifications, deadlines and contractual triggers
* If workload permits, assist executives with day-to-day administration and delivery issues for digital sales and content monetization deals
* Build and/or maintain databases (which also creates reports) as repositories for competitive/dynamic marketplace information
* Reports should include available product from distributors and an arsenal of information which allows deal negotiators to secure the best product at appropriate prices
* Maintain monthly and quarterly reports that track Turner acquisitions, Turner distributed content, and provide key insights into competitive acquisition practices on television series and feature films
* Reports include the analysis of trends in purchasing for on-air exhibitions and exposure in other forms of media
* Prepare reports and PowerPoint decks as needed, utilizing methodology and design, for both internal and external audiences

## Qualifications for acquisition manager

* Highly proficient in Excel (pivot tables, graphs, formulas, ), and SQL a plus
* Assist in the intern selection process
* Utilize in-house research tools to create compelling sales stories or acquisition deal analysis
* Support departmental initiatives, undertake special projects and other duties as assigned, which might include coordination of events for network business resource groups in collaboration with human resources
* A four-year/undergraduate degree is required - degree in film, journalism, or communications preferred
* Demonstrate attention to detail in previous positions