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# Example of Affiliate Manager Job Description

Our company is searching for experienced candidates for the position of affiliate manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for affiliate manager

* Work closely with Brands’ Sales Operations teams on implementation of retention strategies for POS employees
* Establish policies and procedures for re-deployment of POS employees across brands, on recruitment and workforce planning
* Serve as the primary point of contact for a regional network of volunteers and represent the needs of NCWIT and the Aspirations in Computing program
* Provide leadership to Aspirations in Computing Affiliate Coordinators, Program Partners, and other volunteers to ensure they effectively engage with their local communities throughout the
* Coach Affiliate Coordinators to develop and implement effective volunteer recruitment volunteers
* Coach Affiliate Coordinators to develop and implement effective communication campaigns, award events, relationships with local partners, and local funders
* Educate Affiliates on fund raising techniques
* Develop strong relationships with assigned Affiliates & Program Partners
* Ensure Affiliates & Partners adhere to responsibilities and provide leadership and guidance as necessary
* A high degree of independent judgment and discretion as it will be responsible for directing the work of many volunteer teams

## Qualifications for affiliate manager

* Minimum three years of Affiliate Sales experience in Mexican &/or Central American market
* Strong verbal and written communication, organization and interpersonal skills with superior negotiation and presentation abilities
* Optimistic and Perseveres, Rolls with the punches, seeing an opportunity rather than a setback
* Broad/strategic thinker, identifies the implications of macro trends for the business
* Have excellent academic qualifications with a degree in a numeric or business related subject
* Have knowledge of affiliate markets and some comprehension of key metrics such as ARPU growth & subscriber growth