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# Example of Affiliate Relations Job Description

Our company is growing rapidly and is looking to fill the role of affiliate relations. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for affiliate relations

* Work closely with the communications creative and editorial teams to identify assets that should be distributed for global use
* Create reports that detail marketing strategy and campaign results including email statistics, website data, and audience trends for affiliate office initiatives to present to the director and vice president of communications on a regular basis
* Attend marketing, editorial, and interdepartmental meetings to stay informed about Samaritan’s Purse programs, projects, and activities ministry wide
* Stay current on latest trends, technologies, tools, sites, applications, and analytics related to affiliate office communications strategy
* Work cross-functionally with internal teams (tech, product, legal, risk, ) to execute new initiatives in effort to grow affiliate volume
* Interviewing candidates via phone which may include discussing qualifications, compensation rate and answering any questions that may arise
* Verifying contactor's professional license or certification through state databases ensuring each candidate is in good standing prior to providing services to clients or members
* Uploading affiliate professionals information to department shared drive in an accurate and timely manner
* Generates contracts, reports related to sales activities & data, compliance reports
* The employee may be asked to perform other duties as required by the Department or Company

## Qualifications for affiliate relations

* Statistical analysis expertise preferred
* Ability to thoroughly test models and proactively identify solutions
* Ability to make independent decisions and solve problems while working under pressure
* Advanced knowledge of personal computer and software applications (i.e., spreadsheet, word processing, macros and formulas)
* Experience in client relationship management or sales
* Broadcast experience a plus but not necessary