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# Example of Manager / Associate Director Job Description

Our growing company is hiring for a manager / associate director. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for manager / associate director

* Execute on appropriate communication mechanisms (web/email/conference) to ensure partners are always fully informed of MA/ERS products/services/requirements
* Ensure partners are trained and certified to ERS standards and identify improvements areas
* Account manage existing partner relationships ensuring that the required SLAs, quality standards and MCO standards for 3rd parties are being achieved
* Identify and develop a strategic partner group and leverage those relationship to develop go to market plans to increase sales and revenue from those partners
* Manage the partner pipeline
* Establish in conjunction with Sales a strategy for leveraging partners to generate incremental sales
* Take a lead in establishing an annual sales target from third parties and then work with MA sales to achieve this target
* Work with individual sales professionals and ERS implementation services to provide partner based solutions where appropriate
* Negotiate with partners for best financial arrangement in the individual contracts
* Previous management experience including but not limited to implementation and release management of technology platforms

## Qualifications for manager / associate director

* Experience of dealing with commercial, financial and contractual arrangements on similar frameworks would be desirable
* Experience in alliancing, partnering and D&B projects preferred
* Motivation of self and others
* You will be a result driven motivated individual with the ability to communicate clearly and effectively at all levels
* Chartered Engineer status desirable
* Excellent knowledge of the mutual fund industry and the complete value chain