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

# Example of Partnerships Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of partnerships manager. 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 partnerships manager

* Helps articulate and set overall client budgets accurately – working with ED to make actionable
* Engages in self-development
* Manages client communication for project initiatives
* Builds overall marketing experience and knows the client’s business
* Provides excellent written and verbal business-communication skills
* Develops case studies
* Participates in forecasting
* Leads team in tying project execution back to the client’s objectives and creative brief
* Organizes, manages, and distributes meeting notes within 24 hours of internal and client meetings
* Partners with ED and PMO (Project Management Organization) to ensure successful execution and delivers results to meet or exceed objectives

## Qualifications for partnerships manager

* Interested candidates must submit a resume/CV through www.nbcunicareers.com site
* Minimum 3-5 years directly related Digital/Television editorial production experience or Integrated Media Sales Marketing
* Digital experience and knowledge of editorial processes and production plus industry/competitive trends is critical
* Experience of selling to key clients directly Senior Comms planning contacts at agencies with a focus on the retail/grocery sector
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* You will have a broad knowledge of all media and how these media work together as the role will be predominately discipline neutral