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# Example of Partnerships Manager Job Description

Our company is growing rapidly and is looking for a partnerships manager. 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 partnerships manager

* Own the analysis of supply partnership performance
* Develop and execute partnership campaigns from initial pitch to final execution
* Develop and execute new business and revenue generating opportunities through agent referrals and external partnerships nationally
* Effectively manage contract negotiations and close deals with potential partners, working closely with legal counsel and other internal stakeholders
* Grow our referral and relocations business by sourcing new and managing existing relationships with Agents, Brokerages, and Corporate partners
* Update / maintain our network of referral and relocation partners, including a pipeline
* Analyze data and deliver reporting on current business and forecasts
* Facilitate and ensure proper execution of all referral agreements, including overseeing processing and payments in coordination with sales managers and the finance team
* Other strategic duties and projects as assigned
* Dive deep into historical campaign and client data to uncover new opportunities for your clients

## Qualifications for partnerships manager

* Maintain digital database of leads, sales updates and sales process
* Develop strong relationships with partners, allowing for seamless renewal process
* Acting as conduit between client and servicing department, provide Customer Service to existing partners by articulating goals and measures
* Maintain regular in-person and phone visits with clients to deliver contractually obligated elements on time and beyond expectation
* 5+ years working with in the media/marketing/advertising space
* Excellent client and media agency facing skills