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# Example of Relationship Manager Job Description

Our innovative and growing company is looking for a relationship 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 relationship manager

* Inform and advise NW America regarding strategic direction based on network input, and identify issues confronting the network to which NW America may want to respond
* In partnership with the NWOs, work to improve organizational health and performance
* Recommend strategies to maintain and develop optimal network organizational health and growth, which may include a potential training plan for the Board, executives, and/or staff
* Work with Organizational Assessment Division in preparation for program reviews of network organizations, understand the organizational health issues in relation to network organizations’ lines of business and provide comments to discovery and draft reports.Provide input and/or produce write-ups for the PROMPT Portal on each organization in coordination with quarterly Organizational Health Tracking System (OHTS) meetings
* Provide linkage between network members and NW, including the National Initiatives division and others, regarding participation in key initiatives such as Success Measures, Community Building & Engagement, Rural Initiative, and Board Governance
* Coordinate requests for technical assistance through third party contractors and/or other NW resources.Assure evaluation of all engagements by working closely with other regional staff to insure agreed upon outcomes for all technical assistance engagements
* Provide a full travel, lifestyle and card service to Centurion Cardmembers
* Contributing to the development of joint business plans for our key Alliance clients including Account Plans, Executive Briefings, Strategic Roadmaps, and Quarterly Revenue updates
* Engaging and leveraging internal partners across business units that will maximize revenue retention / expansion and client loyalty which align to the sales channel’s strategic plan
* Quantifying revenue opportunities by Alliance client and business area, providing input to establish contractual terms including revenue share, minimum commitments, service level agreements, and operating responsibilities

## Qualifications for relationship manager

* Maintain issues logs, monitor for trends and drive early resolution through attendance at regular internal and external meetings and direct contact with the parties involved
* Monitor supplier reports and MI deliverables
* Develop an open and effective relationship with key business functions including Distribution, Finance and Investment Operations Oversight
* A university degree, major in banking or a business-related discipline is preferred
* Minimum 3(RM) / 8(SRM) years of relevant experience in serving SOE / LLC clients
* Excellent financial analysis skills and ability to assess client creditworthiness and key risk considerations / mitigations