

Position Description: Partnerships Manager

Position Details	
Position	Partnerships Manager
Team	Operations
Reports to	Chief Operating Officer
Direct reports	2 x Senior Events Coordinators

Position Summary	
<p>The Partnerships Manager will manage strategic relationships with corporate partners to achieve commercial outcomes, and will oversee the delivery of member events and conferences.</p>	

Relationships	
Key internal relationships	Program managers, event owners, executive team
Key external relationships	Corporate partners, conference speakers and suppliers

Responsibilities	
<p>The position is responsible for, but not limited to:</p> <ol style="list-style-type: none"> 1. Building and maintaining relationships with corporate partners, to achieve commercial outcomes and benefits that add value to members. 2. Strategic planning of an integrated program of events and partnership activities, to support ISQ's strategic objectives. 3. Overseeing the delivery of conferences and member events, including commercial management, liaison with external suppliers and partners, event marketing and member enquiries 4. Overseeing the financial results of ISQ's conferences, functions and events, with a focus on achieving the best possible commercial outcomes 5. Leading and developing a cohesive team that is trusted to support member services and engagement. 6. Other duties as required 	

Requirements	
Knowledge and experience	<ul style="list-style-type: none"> • Significant business development and partnerships experience • Event management experience, including online events (e.g. webinars) • Previous team management experience

	<ul style="list-style-type: none">• Experience in working with member associations (desirable)
Qualifications and licenses	<ul style="list-style-type: none">• None essential
Skills and attributes	<ul style="list-style-type: none">• Highly organised and able to prioritise well with excellent time management skills• Calm under pressure• Excellent communication skills with a proactive customer service mindset• Ability to work flexibly as needed to accommodate events that may run outside of normal working hours• Able to be hands-on with setting up and packing down of venues, where required

APPROVED BY: CEO
DATE: