



Job Description

Job title:	Partnership Manager (Account and Event Management)
Reports to:	Partnership Director
Contract:	Permanent
Salary:	£30,000 - £35,000 per annum (dependent on experience)

Purpose of job:

Use your knowledge and skill to develop, produce and deliver sponsorship projects to an industry standard that have creativity at their heart. To include D&AD: Festivals, Award Ceremonies, Competitions and Talks. Collaborate and maintain relationships with brands like YouTube, Uniqlo, Getty Images, Facebook and agencies such as Mother, AKQA and Media Monks to achieve these aims.

You will be responsible for the day-to-day management of clients' sponsorship campaigns and will act as the client's representative internally at D&AD. You will also need to strategize and plan at a senior level – growing accounts and pitching fresh and innovative event ideas. To do this you will be expected to be able to talk about D&AD's mission and events with confidence and passion.

Responsibilities

- Manage a portfolio of clients and monitor the ongoing activities related to them
- Manage, progress and deliver sponsorship benefits across D&AD platforms
- Oversee the delivery of benefits for committed partners – event management, branded communications, creative competitions. Work with project teams to ensure sponsorships are truly integrated into D&AD programming and marketing communications
- Conduct meetings with clients and keep them updated on the current work status of their projects
- Grow existing accounts by maintaining a consultative business development approach
- Deliver events on time and within budget that meet (and hopefully exceed) expectations
- Set, communicate and maintain timelines and priorities on every project. (Using Wrike Management as project planning system)
- Coordinate relevant teams to deliver their aspects of the project. (External: Client/Sponsor, Suppliers and Internal: Marketing, Digital, Awards.)
- Work with the Marketing team to optimize content opportunities for the D&AD website and Social Media Campaigns surrounding D&AD sponsorships
- Oversee logo sign-off on all creative – environmental, print, digital, onscreen
- Manage additional support staff when appropriate
- Develop and maintain an ongoing understanding of industry needs through research and networking i.e. Potential competitors, trends, best market practice, potential collaborators.
- Oversee the documentation and tracking of customer engagement in sponsorship projects
- Evaluate the programme and development for the future

Skills & Experience:

- Proven account management experience
- Fantastic people skills
- Highly organized with good attention to detail
- A minimum of 2 years Account or Project Management experience
- Clear and concise communication skills, both written and oral
- Be able to meet deadlines and work under pressure
- IT literate – Excel, Word, Keynote (knowledge of Gmail would be ideal but not essential as training will be given)
- A keen interest in Design & Advertising (ideal but not essential)

Personal Qualities:

- Can do attitude
- Calm with attention to detail
- Resourceful – ability to come up with creative solutions to any problem that might arise
- Enthusiastic and Energetic – ability to make guests, suppliers, clients and staff feel welcomed.
- Able to liaise confidently and professionally with people at all levels.
- Confident networker & communicator
- Creative and strategic thinker