



Job Description

Job title:	Partnerships Executive
Reports to:	Partnerships Account Manager
Contract:	Permanent
Salary:	£24,000
Benefits:	Are benefits are so extensive so please see our website and careers page for full details of the exciting benefits at D&AD
Location:	Shoreditch, East London

About D&AD:

D&AD is an organisation that is all about the pursuit of creative excellence - inspiring it, celebrating it and enabling it. A fundamental way of us achieving this is through our unique learning offer and Awards programme.

Purpose of job:

Work with leading brands—Facebook, BBC, Adobe, Microsoft, YouTube, and Facebook—to co-ordinate projects that inspire and stimulate D&AD's global community of creatives. D&AD is a not-for-profit and relies on partnerships with brands to fulfill its mission. These partnerships take many forms, from student competitions, to industry awards, to film screenings and supper clubs, to brand activations at the D&AD Festival every April. You will be responsible for the base level organization and administration of these projects, which means no two days are the same. For example, one day you might be liaising with a partner brand's Marketing team on press, social media, and logo usage. The next day, you could be sourcing copywriters and artworkers to produce co-branded case studies on brilliant TV ads of the past ten years.

This is an exciting opportunity for anyone looking to learn the ropes of Sponsorship, Account Management, or Project Management within the creative industries.

Responsibilities

- Service client accounts, acting as a support to the Partnerships Team and maintaining transparency of your tasks across the team. This includes helping to build proposals, contracts, invoicing, Statements of Work, progress reports, and final project reports where needed.
- Maintain and build both report and trust with existing account relationships. This will be achieved by deeply understanding the requirements of the partnership to ensure all benefits are delivered on time and on budget.
- Once projects are underway, oversee the Statement of Work as a checklist to ensure all benefits for committed sponsors and partners are properly applied and administered. Examples include copy proofing marketing materials, acquiring partner sign-off where necessary, and briefing teams internally for support.

- Maintain and administer regular department reports as required by the Partnerships Director
- Develop and maintain knowledge of in market activity i.e. potential competitors, trends, best market practice and potential collaborators. Monitor all trade and relevant industry press.
- Be an outward face of D&AD – attending industry events and promoting our values and work.

Skills & Experience:

- Minimum of two years relevant work experience in an office environment.
- Excellent time management, organizational and administrative skills.
- Effective influencer and persuader
- Pro-active, self motivated, with an ability to problem-solve.
- Fantastic people skills; outgoing and comfortable representing D&AD at events.
- Clear and concise communication skills, both written and oral.
- Be able to meet deadlines and work under pressure..
- Ability to demonstrate persistence and energy when required to meet or exceed well defined goals.

Desired

- Relevant experience in account management or client servicing
- Knowledge of Keynote and Indesign [ideal but not essential - training can be provided]
- Interest in Sponsorship, Advertising & Design

Please note due to the number of applications we receive, we regret that you will not be contacted unless you are shortlisted for an interview. If you have not heard from us within three weeks of the closing date of your application you should assume that you have not been successful on this occasion.

In order to comply with the Prevention of Illegal Working, Immigration, Asylum and Nationality Act, you will need to provide appropriate documentation that proves that you are eligible to work in the UK.

D&AD is committed to a policy of Equal Opportunity and Diversity. It is our commitment that no member of staff or job applicant will be treated less favourably on the grounds of their sex, marital or parental status, race, colour, nationality, religion, belief, disability, age, sexual orientation or gender reassignment.