



<b>Title</b>	Director of Partnerships	<b>Exempt</b>
<b>Reports to</b>	Chief Revenue Officer	<b>Date last revised:</b> 5.20.19
<b>Supervises</b>	Senior Director of Events	
<b>Summary</b>	<p>The Director of Partnerships contributes to Chamber goals through the sale of sponsorships for Chamber events and programs, with a focus on ensuring that events are of quality level and meet sponsors goals. The Director of Partnerships must work collaboratively with the Leadership Team, Communications Team, and other Chamber departments ensure that events are in line with the strategic and annual sales plans, Chamber goals, and values of the Chamber.</p> <p>The Director of Partnerships is a highly visible representative of the Chamber and must display exemplary responsiveness and professionalism at all times.</p>	
<b>Evaluation of performance</b>	Performance will be evaluated based on meeting the requirements of the job description; meeting specific goals and performance metrics for the position; working according to all policies and standards set by the Chamber; and consistently demonstrating established Chamber values.	
<b>Performance metrics</b>	Performance metrics for this position will be established annually based on: Achieving sponsorship goals, meeting deadlines, and responsiveness to both internal and external customers.	
<b>Key outcomes expected</b>	<p>Sponsorship Sales and Management:</p> <ul style="list-style-type: none"> <li>• Secure cash sponsorships Indy Chamber Events</li> <li>• Oversee acquisition of in-kind memberships through the Events Staff and others</li> <li>• Process contracts with all sponsors that clearly detail all benefits</li> <li>• Provide sponsors pre-event attendance list and updates</li> <li>• Confirm sponsor benefit utilization before event (i.e. booth space, giveaways)</li> <li>• Communicate with sponsors relating to all event logistics</li> <li>• Create and deploy Sponsor Fulfillment Reports</li> </ul> <p>Event Management:</p> <ul style="list-style-type: none"> <li>• Work with the Leadership Team and Senior Director of Events to develop annual event calendar</li> <li>• Ensure that Senior Director of Events has all events are scheduled and locations secured by October 1 of the previous year (where at all possible)</li> <li>• Manage the Senior Director of Events</li> <li>• Oversee event operations with other department staff members to ensure readiness, efficiency in resource utilization, and the prompt delivery of services.</li> <li>• Oversee event operations with the communications department to ensure the timely and accurate marketing of events and production of sponsorship materials, including print, signage, and electronic communications.</li> <li>• Ensure fiscal effectiveness of events: <ul style="list-style-type: none"> <li>• Assess fiscal requirements for assigned events and prepare budgetary recommendations.</li> <li>• Track revenue and attendance for all assigned events</li> <li>• Maintain accurate financial records for assigned events and supplies.</li> </ul> </li> </ul>	

<b>Critical skills, knowledge, and behaviors</b>	<p>Demonstrated excellence in sales and negotiations.</p> <p>Effective interpersonal skills; must be able to effectively communicate with a variety of individuals with diverse backgrounds, education, economic levels, and roles within an organization.</p> <p>Highly responsive to internal and external clients.</p> <p>Strong presentation skills. Can facilitate both large and small group presentations.</p> <p>Effective conflict management skills.</p> <p>Problem solving skills; able to think logically and analytically.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>Takes initiative and needs little supervision.</p> <p>Able to prioritize, organize tasks and time, and follow up.</p>
<b>Experience, education, degrees, licenses</b>	<p>B.A./B.S. degree with 3-5 years experience in a comparable position.</p>
<b>Physical demands</b>	<p>Must be able to work proficiently with computers and other office equipment.</p> <p>Local travel (approximately 75%) to sponsor and event locations.</p>
<b>Work environment</b>	<p>While in the Chamber offices, work is performed in an office environment.</p> <p>Work will also take place at event locations and may be held in private or public locations, e.g. Convention Center, Banker's Life Stadium, JW Marriot, etc.; these events may be before, during, and after traditional business hours (i.e. 8-5).</p>
<b>Received</b>	