The Indy Chamber's mission is to drive economic growth in Central Indiana by bringing job and investment opportunities to the region, advocating for a pro-growth business climate, and connecting businesses to resources and each other.

Job Description

Position	Director of Partnerships	Status: Exempt
Reports to	Chief Revenue Officer	**Revision Date: 2/25/2022**
Scope	Supervises Senior Director of Events	
Job Summary	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 to ensure that events are in line with the strategic and annual sales plans, Chamber goals, and values of the Chamber. The Director of Partnerships is a highly visible representative of the Chamber and must always display exemplary responsiveness and professionalism.	
Principal Accountabilities	Sponsorship Sales and Management: *(80% time allocation)* - Meet cash sponsorship annual sales goal - Process contracts with all sponsors that clearly detail all benefits - Provide sponsors pre-event attendance list and updates - Confirm sponsor benefit utilization before event (i.e., booth space, giveaways) - Communicate with sponsors relating to all event logistics - Create and deploy Sponsor Fulfillment Reports Event Management: *(20% time allocation)* - Work with the Leadership Team and Senior Director of Events to develop annual event calendar - 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) - Manage the Senior Director of Events - Assess fiscal requirements for assigned events and prepare budgetary recommendations. - Track revenue and attendance for all assigned events	
Preferred Qualifications	B.A./B.S. degree with 3-5 years' experience in a comparable position.	
Preferred Competencies	- Demonstrated excellence in sales and negotiations. - 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. - Highly responsive to internal and external clients. - Strong presentation skills. Can facilitate both large and small group presentations. - Effective conflict management skills.	

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	• Problem solving skills; able to think logically and analytically. • Proactive in anticipating and alerting others to problems with projects or processes. • Takes initiative and needs little supervision. • Able to prioritize, organize tasks and time, and follow up.
Working Conditions	While in the Chamber offices, work is performed in an office environment. 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).
Physical Demands	Must be able to work proficiently with computers and other office equipment. Local travel (approximately 75%) to sponsor and event locations.
Equal Employer Opportunity	Indy Chamber is an Equal Opportunity Employer. We do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.
Acknowledgement	