**Partnership Manager**

We are looking for an experienced Partnership Manager with excellent leadership skills and networking abilities who will collaborate with and ensure the long-term success of our current and future, channel partners ie, investors, donors, sponsors both local and international. Our current and prospective channel partners are diverse, with everything from corporate to government.  You will liaise between these partners across multiple sectors, communicating with the broader public and internal teams to ensure the timely and successful delivery of all engagements according to our partner needs and contractual commitments.  This is a unique position that requires a high aptitude, in conjunction with project management and relationship skills.

You will be responsible for developing long-term relationships with all future and current partners, connecting with key business executives and stakeholders, as well as developing new relationships as our organizational model shifts.

**You will be require to:**

* Operate as the lead point of contact for all matters specific to our partners.
* Build and maintain strong, long-lasting partner relationships.
* Conduct research on fundraising opportunities.
* Writing, submitting and uploading press releases as required.
* Develop a trusted advisor relationship with our day-to-day partner contacts.
* Facilitate engagement activities between partner resources, internal resources and external service providers, such as, legal, sales, marketing, implementation, technical and service teams.
* Clearly communicate the progress of scheduled initiatives to internal and external stakeholders
* Analyze and report on key account metrics
* Coming up with ingenious ways to raise awareness.
* Writing funding proposals and submitting these to potential donors.
* Collaborate with your peers to identify opportunities for improvement.
* Coordinate with senior leadership on strategic management of current and potential donors, funders and investors.
* Proactively oversee, monitor and liaise with partners on transactions and interactions (e.g., integrated data files, contributions, communications, etc.)
* Implementing a variety of marketing strategies targeting all future partners.
* Organizing and attending non-profit events and networking with relevant stakeholders.
* Coordinate partner communications
* Coordinate and lead regularly scheduled partner meetings.
* Travel to offsite meetings
* Co-ordinate all onsite meetings, from scheduling to follow up, makings sure to de-brief the internal team.

**What you will need to be successful**

* 3+ years of account management or other relevant experience
* Demonstrated ability to communicate, present and influence credibly and effectively at all levels of the organization, including executive.
* Demonstrated track record of maintaining customer accounts through exceptional service and support.
* Strong listening, negotiation, project management, analytical and presentation skills
* Strong written and verbal communication skills
* Proven ability to manage multiple projects at a time, while paying strict attention to detail.
* Self-motivated, and adept at developing internal and external relationships.
* Strong customer service focus, work ethic and attention to detail are critical to success in this position.
* BA/BS degree or experience equivalent