**Job Description**

**Charleston Metro Chamber of Commerce**

## **Job Title Director of Corporate Partnerships**

**Date** February, 2017

**Division** Membership

**Reports to Senior Vice President, Membership and Development**

**Status** Full-time, regular, exempt

**Job Summary**

The Director of Corporate Partnerships will develop, manage and execute a comprehensive sponsorship program that leverages the longstanding events and programs of the Charleston Metro Chamber of Commerce. This person will be directly responsible for cultivating a book of existing Chamber investors while continually identifying new prospects and opportunities for increased investment. The person will be an active catalyst throughout the Chamber and directly collaborate with program directors, senior staff and volunteer leadership to increase total sponsorship and program revenue and number of investors involved with the Chamber.

**Essential Functions**

1. Cultivate and manage an assigned book of existing corporate investors while continually examining opportunities to expand both revenue and the number of corporate partners.
2. Actively collaborate with program directors, senior staff and key leadership volunteers to drive additional investment in Chamber programs and events.
3. Achieve monthly sponsorship and program revenue goals and report out to Membership Division and Chamber leadership on an active and continual basis.
4. Partner collaboratively with the Membership Division, Senior Leadership Team and Program Directors to develop an Annual Investor/Sponsorship Plan – plan to include sponsorship benefits, event and program overviews and budget forecasts.
5. Work directly with the Finance Department to ensure investment/sponsorship proposals are accurately accounted for, invoices are generated and payments received.
6. Continually drive for impeccable standards - increasing efficiency, effectiveness and revenue performance across platforms and programs.
7. Lead by example by maintaining an accelerated and proactive weekly sales call schedule that allows for annual program and event revenue growth.
8. Closely collaborate with the Marketing and Events Teams to ensure sponsors are recognized in accordance with sponsorship agreements and benefits are fully fulfilled.
9. Provide exemplary customer service and follow through to both internal and external audiences.
10. Continually assess and strive to enhance Chamber programs, benefits, services and initiatives to determine their member attractiveness, utilization and renewal value.
11. Approach each task as an opportunity to enhance the Chamber’s ability to drive investor and sponsor value and develop meaningful and lasting partnerships.
12. Collaborate with the Marketing Team to develop and sell ad space related revenue opportunities throughout the year.

**Knowledge, Skill and Ability Requirements**

* A driven team player with excellent leadership, management and sales experience
* A person inspired by the mission of Chamber and its’ impact on the Charleston region
* A self-directed work style (i.e. able to work with little or no supervision)
* A high level of understanding and experience in building value added partnerships with members/customers
* Impeccable executive presence, presentation skills and confidence in sales driven presentations
* Deep knowledge of member/customer recruitment and retention of members/customers
* Deep knowledge and understanding of sponsorship sales, fulfillment and retention
* A student and practitioner of sales with the ability to impart training that aligns with every facet of the sales process

**Minimum Qualifications**

* Bachelor’s degree in business, marketing, communications, public relations, fund development or a related degree field or commensurate professional experience
* A minimum of five years of progressive external sales experience, preference given to candidates who have sold both tangible and intangible products and/or services
* A demonstrated successful track record of achieving monthly and annual sales performance goals
* A strong and demonstrated track record of working collaboratively with teams to achieve mutually shared goals.
* Strong personal sales experience demonstrated by assessing and responding to customer marketing and advertising needs and ably making and securing four to five figure marketing and sponsorship sales proposals
* Experience in designing and utilizing sales systems and processes that readily allow the tracking of qualified prospects, generation of weekly face-to-face sales calls and accurately projecting anticipated revenue from pending proposals