

ASSOULINE

Partnerships Manager

Position Summary

The Partnership Manager facilitates communication with potential partners by strengthening existing relationships and fostering new collaborations. The Partnership Manager assists the Head of Partnerships with the development and execution of the company's new business and managing the process of pitching, budgeting and contracted new business, while forging new publisher relationships with the 'right' decision makers.

Areas of Responsibility

- Act as a liaison to current and future clients.
- Field inquiries from prospective partners.
- Create project proposals and budgets (P&L).
- Generate client contracts.
- Manage multiple projects through different stages of development to meet tight deadlines.
- Work with global teams across multiple global time zones to monitor projects.
- Maintains accurate records of all activities including calls, presentations, emails.
- Reports directly to and mentored by Head of Partnerships
- Any other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- 2-3 years of experience in project management or partnerships.
- Experience working with benchmark or luxury brands.
- Impeccable writing and correspondence skills, including creating sales decks/proposals.
- Excellence in communicating clearly and effectively on both client and internal calls and meetings.

You'll thrive in this job if you are:

- Motivated – you bring energy to work. You are prepared and excited to maximize your contribution every day.
- Inquisitive – you ask questions to learn the ins and outs of the industry, and you ask yourself what you can be doing better so that you are always growing.
- Detailed – you can delivery accurate details even when you're dealing with a variety of task every day.
- Problem Solver – you are adept at breaking problems down, finding creative solutions and communicating them effectively.

Assouline is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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The appointed candidate will be offered a salary within the range of \$90,000-\$100,000 annually. Please note that the foregoing compensation information is a good-faith assessment associated with this position only and is provided pursuant to the New York City Salary Transparency Law.