



Job Description

ROLE:	Senior Relationships Manager
MANAGER:	Head of Partnerships
DIRECT REPORTS:	Senior Partnership Communications Specialist
LOCATION:	Sydney
HOURS:	37.5 hours per week
DATE:	October 2024

FUNCTION & PURPOSE

The primary aim of the Senior Relationship Manager role is to lead the planning and successful delivery of all sponsor projects, managing relationships and internal stakeholders

OBJECTIVES

- Lead and manage all sponsor accounts, with support from the Head of Partnerships and wider team
- Develop and maintain strong relationships with your sponsor counterparts
- Work with all Planet Ark departments to ensure contract deliverables are implemented
- Innovate and extend the income generated from current sponsors

PRINCIPAL DUTIES & RESPONSIBILITIES

- Build and maintain strong relationships with sponsors, acting as the primary point of contact
- Work with relevant functional areas of the business to ideate and develop appropriate solutions for existing sponsors, mostly communications and research projects
- Oversee the successful delivery of projects and deliverables to sponsors, working with relevant areas of the business
- Provide line management for the Partnership Communications Specialists
- Create renewal proposals and lead negotiations with existing sponsors
- Provide advice to the Executive Team on strategic decision making regarding existing sponsors

WORKING RELATIONSHIPS

INTERNAL	EXTERNAL
Head of Partnerships	Sponsors
Partnership Communications Specialist	Partners
Communications team	
Campaign Managers	
IT team	

ESSENTIAL SELECTION CRITERIA

- Solutions-focussed and proactive
- 5+ years in a similar position, in any industry
- Proven experience managing multiple large, complex accounts with a focus on retention and growth
- Demonstrated skills in writing proposals and delivering presentations
- Strong interpersonal skills and a demonstrated capacity for relationship management and diplomacy, from C-Suite to operational levels
- Strong project management skills with proven ability to prioritise and manage multiple projects across organisational teams
- A demonstrated personal alignment with Planet Ark's vision, to create 'A world where people thrive in balance with nature'

DESIRABLE CRITERIA

1. Experience managing at least one direct report
2. Keen knowledge of the environment
3. Demonstrated ability to grow client or sponsor accounts
4. Formal qualifications in project management or similar relevant qualification