



BUSINESS EVENTS PERTH

POSITION DESCRIPTION |

Partnerships Manager (contract position)

ORGANISATION |

Business Events Perth (BE Perth) is the peak industry body responsible for marketing Western Australia as a destination for conventions, corporate meetings and incentive travel groups.

POSITION OBJECTIVE |

This position of Partnership Manager is responsible for providing support across all areas of Business Events Perth's partnership-based activities.

REPORTING RELATIONSHIPS |

The Partnership Manager reports to the Director Partnerships.

MAIN RESPONSIBILITIES |

- Identify opportunities with the Director Partnerships for members to gain additional benefits and exposure to industry clients
- Assist in the recruitment and retention of members
- Accurately update and maintain all relevant Partnership details in CRM database, including member referrals, partner income, spend and ROI, member contra and expenditure
- Assist with the coordination of member networking and educational events
- Present accurate ROI to all Partnership levels
- Identify and source in-kind sponsorship opportunities
- Build and maintain successful working relationships with members
- Actively promote BE Perth's activities encouraging wide member participation
- Undertake adhoc projects as directed by management to meet the continuing objectives of the organisation
- Coordinate educational site inspections for internal staff as directed
- Represent BE Perth at selected member and industry functions as directed
- Develop and maintain a strong understanding of BE Perth's members' product
- Support administrative services including but not limited to answering telephones, greet and assist visitors, collecting and distributing post, directing calls and responding to enquiries.

OTHER REQUIREMENTS |

The ability to work outside of normal business hours is an essential requirement of this position as is the ability to travel intrastate and interstate for business purposes with BE Perth's partners as directed by the Director Partnerships and/or the Executives Team.

PERSONAL ATTRIBUTES |



Skills:

- Excellent organisational ability and time management skills.
- Well developed and proven communication skills
- Well developed interpersonal skills and ability to establish professional relationships with clients and industry partners
- High attention to detail with the ability to multi-task
- Personal initiative and positive attitude
- High level of personal presentation
- Computer literacy with proficiency in Microsoft Office applications

Knowledge:

- Experience in a Partnership, marketing or sales environment.
- Partnership experience in a not for profit organization.
- An understanding of business events industry & WA product knowledge
- Knowledge of InDesign, Survey Monkey and Try-booking systems

QUALIFICATIONS |

- Relevant Event Management or Tertiary qualifications desirable.