

POSITION DESCRIPTION

Title: Account Manager - Partnerships

This is a full-time permanent position.

Reporting Structure

1. You will report to the National Partnerships Manager, Australia, IRONMAN® Oceania.
2. You will be working within the IRONMAN® Oceania Commercial Department.
3. You will also be working alongside the Marketing, Operations and Athlete Services Teams.
4. You will be supported by management.

Base of Operation

- Located at IRONMAN® Noosa Office but may be required from time to time to work from different locations.

Scope of Assignment

IRONMAN® Oceania develops, owns and manages mass participation endurance sporting events throughout the Oceania Region.

Working within the IRONMAN® Oceania Team, the **Account Manager** will be responsible for developing, servicing and maintaining assigned corporate and government relationships, as well as managing all sponsorship requirements for assigned events.

In addition to renewing assigned clients and events, the Account Manager will assist in securing new sponsorship revenue across the portfolio of events and digital assets to assist with achieving IRONMAN Oceania's revenue targets.

The **Account Manager** will:

- Play a key role in the fulfillment of IRONMAN's contractual obligations to government and corporate partners for assigned events.
- Manage the renewal process for assigned partners, including development of proposals and contract negotiation in line with Commercial growth targets.
- Proactively work to identify, attract and secure new event sponsors at all levels in line with Commercial targets.
- Manage the government reporting process, including post event, progress reports and coordinating information for milestone payments for assigned partners.
- Maintain regular contact with assigned government partners throughout their agreement terms, in order to monitor and review milestones and to identify any areas for concern in advance.

- Collaborate with the Operations, Athlete Services and Marketing Departments to manage all deliverables within partner's agreements and to maximise partnership opportunities at events.
- Manage regular contact with partners throughout their agreement terms, in order to monitor and review contractual benefits and to proactively present leverage ideas to effectively deliver against set objectives.
- Work with the Marketing and Athlete Services Departments to deliver sponsor branding and coordinate branding approvals from high level partners.
- Prepare and/or coordinate online partner content for websites, enewsletters and athlete information guides.
- Work with the Functions and Productions Manager to ensure Partner VIP requirements are met at nominated events.
- Work with the Expo Coordinator to ensure Sponsor expo requirements are met at nominated events.
- Develop post event reports and debrief with partners.

Skills & Experience Required

- Minimum 4 years of experience in a sponsorship account management/or related role.
- Outstanding client relationship management skills.
- High level of verbal and written communication skills.
- Proven ability to multi-task, work under pressure and within required deadlines.
- Excellent organisational skills, time management and attention to detail.
- Professional, enthusiastic, personable and able to work well with other team members.
- A high level of computer skills.

Performance measurement

- 1. Project Management**
 - Successful development, servicing and maintenance of assigned government and corporate partner relationships.
 - Successful development and delivery of the partnership requirements for assigned events.
- 2. Sponsorship Sales**
 - Successful renewal and growth from assigned partners in line with commercial objectives, achieving retention rates of more than 90%.
 - Contribute towards the achievement of annual team sponsorship budget.
- 3. Internal relationships**
 - Positive feedback from within IRONMAN on working relationships and your contribution to the profile of IRONMAN Oceania.

4. External relationships

- Positive feedback from third parties including but not limited to government partners and corporate partners.