

Partnerships Deputy

The Partnerships Deputy supports the Partnership Director in establishing and maintaining strategic partnerships for PrimeTime.

Role Description:

- Assist Partnerships Director to source new vendors and strategic partners
- Responsible for engaging with new partners and preparing proposals for partner/PrimeTime board sign off
- Responsible for carrying out annual re-negotiations with existing partners
- Manage on-going relationships with partners and ensure that contractual commitments are met
- Co-ordination, collation and vetting of material from PrimeTime members for upload to partner websites
- Work closely with the Marketing team to ensure clear promotion of strategic partners across PrimeTime social media

How does this job interact with other Board members/leaders?

- Direct contact with Partnerships Director, other Partnerships Deputies, Marketing

What volunteer support is needed to perform this job?

- Must be available for Partner calls/meetings during normal working hours
- Must monitor and maintain Partnerships Deputy Inbox on a regular basis
- Available for team meetings (online and face-to-face) at least once a month
- Ability to source appropriate partners to meet the needs & requirements of PrimeTime's members

Skills required for this position:

- Excellent interpersonal skills
- Proven ability to build and manage strong relationships with internal and external stakeholders
- Commercially-driven & creative thinker
- Highly organised with excellent attention to detail
- Passionate about empowering women to reach their highest potential
- Social media experience is desirable

Typical month's time commitment:

- External partner engagement (5)
- Partnership proposals (1)
- Admin & email management (5)
- Partnership team meetings (1)

Average = 12 hours per month

For more information: Contact Partnerships Director at partnerships@primetime.org.sg