

Manager, Strategic Partnerships & Business Development



Position Summary:

The Partnerships Manager is responsible for supporting the Strategic Partnerships team in creating and strengthening relationships with high-potential Allied and partner members. The manager will support the VP, Strategic Partnerships & Business Development by assisting in various member/partnership acquisition and retainment efforts through ongoing research, targeted outreach and savvy relationship-building. The manager will assist in updating member data and information for member profile documents and in AHLA's CRM system.

Responsibilities:

- Acquire and retain high-potential Allied+ (in coordination with Business Development Coordinator) and Silver level partners
- Collaborate with Business Development Coordinator by sharing Allied leads from prospecting, identify Allied members to engage more strategically with AHLA at higher levels and perform outreach to and create proposals for increased financial support of and engagement with AHLA
- Prospect for, manage (i.e. ensure benefit fulfillment) and renew/upsell Silver partners
- Connect and collaborate with Government Affairs, Communications and Foundation teams to enhance partner relationships
- Coordinate with SVP, Business Development on prospective sponsors for events and alignment of event fulfillment for partners
- Assist team with the management of data to include invoicing and renewals; update AHLA's CRM system in a timely manner to ensure the accuracy of the data)
- Additional support and project execution as required by the Vice President and Director(s) of Strategic Partnerships
- Other duties as assigned

Education and Experience:

- Bachelor's Degree required
- 3-5 years of account / relationship management experience
- Knowledge and or experience in the hospitality industry is preferred

Skills and Attributes:

- Experienced computer and software knowledge, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook); and CRM systems such as iMIS, Nimble and/or Salesforce preferred
- Excellent oral and written communication skills; willingness to be coached
- Self-motivated individual who is also a team player with a high level of professionalism and emotional intelligence
- Detail oriented individual with exceptional organizational and time management skills
- Customer-service focused with a positive attitude; maintains grace under pressure
- Comfortable speaking in public with strong presentation skills
- Position based in the Washington DC
- 20% travel required

To apply, send cover letter and resume to HR@AHLA.com