**Contract:** Permanent full-time (35 hours per week)  
**Based at:** Chesterfield, Derby or Nottingham with agile working. Regular travel required between all Chamber offices, for events and meeting partner/patron/sponsor businesses each week  
**Salary:** £40,000 per annum plus uncapped OTE commission (see commission terms)

**1.**  **MAIN PURPOSE OF THE ROLE**

To lead on developing, securing, and managing sponsor relationships across the Chamber. The role works across all departments to ensure the Chamber’s commitments within sponsorship contracts are delivered upon, including sponsorship elements within Patronage and Strategic Partnership agreements working closely with the Sales and Marketing Director.

The role will also oversee the Chamber’s sponsorship relationships with other parties where the Chamber is sponsor to ensure the Chamber extracts full value from its external agreements.

**2.**  **POSITION IN ORGANISATION**

* Reports to the Sales and Marketing Director.
* Frequent liaison with the Senior Leadership Team, Head of Marketing and Head of Commercial Events.
* Day-to-day liaison with Marketing, Commercial Events, Networks, Policy and Membership.
* Regular engagement with all other departments as needed, in particular to ensure sponsorship contracts are delivered upon.

**3.**  **DUTIES AND KEY RESPONSIBILITIES**

* To drive the communication across the Chamber to achieve sponsorship revenue targets for the whole business, the products available and associated timelines.
* To cultivate and secure sponsorship sales and long-term relationships for all elements of the Chamber’s activity relating to the above, ensuring targets are met or exceeded.
* To work across different departments to ensure all the Chamber’s commitments associated with sponsorship contracts are delivered upon.
* To ensure a robust contracting process is in place and adhered to, along with updating the CRM with all details in a timely manner.
* To support the Commercial Marketing, Commercial Events, Networks and Policy Teams in product development and refinement, ensuring a great service to all sponsors, patrons and Strategic Partners.
* To support the Chamber Leadership team in ensuring that when the Chamber sponsors externally that the contract delivers value to the Chamber.
* To maximise sponsorship opportunities from Chamber events and networks as well as external stakeholders.
* To work with the event leads to ensure events are developed and realised in line with member/business feedback.
* Any other duties as required by the Senior Leadership Team in alignment with role responsibilities/duties.

**4.**  **PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| Knowledge   * Knowledge of Chambers of Commerce or membership businesses * Knowledge of the business support landscape in the counties of Derbyshire, Nottinghamshire and Leicestershire * Knowledge of sponsorship design and execution around large scale events/contracts | essential  essential | desirable |
| Experience   * Securing, negotiating and managing sponsorship relationships, including contract development and execution * Working to commercial targets * Collaborating across different teams within an organisation to secure great results * Working with different business communities * Relationship management with a variety of different stakeholders and at all levels within an organisation * Maximising the use of CRM and data to improve marketing and communication and sales | essential  essential  essential  essential  essential  essential |  |
| Qualifications   * Educated to degree level or equivalent experience * Relevant professional qualification | essential | desirable |
| Skills and abilities   * Excellent management skills, innovation and productivity focused * Strong skills in data entry, analysis and knowledge of CRM’s * Excellent IT literacy * Strong communication (written & oral skills) * Excellent presentation skills * Be methodical, detail orientated, organised, creative and resourceful * Must be able to exercise tact and diplomacy at all levels * Be target and outcome driven * Relationship management (building and maintaining) | essential  essential  essential  essential  essential  essential  essential  essential  essential |  |
| Personal attributes   * Takes responsibility * Celebrates and is proud of success * Supports others and works well with a team * Creative and challenges tradition * Must be dependable and reliable * Must be able to exercise tact and diplomacy at all levels * Must be able to work under own initiative * Full driving licence (able to drive in the UK for business purposes) * Access to own transport * Must be prepared to work flexibly in terms of working hours | essential  essential  essential  essential  essential  essential  essential  essential  essential  essential |  |

**5.**  **ADDITIONAL INFORMATION**

This role is eligible to participate in the Chamber’s agile working policy but must operate onsite more frequently than the policy minimum – operating from Chamber offices regularly to build/maintain relationships and their understanding, along with attending events and visiting customer premises throughout the geography.

Employee name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_