



Job Description

Title: Manager, Brand Partnerships

Employment Status: Full Time

Location: San Francisco

About Collectively:

Collectively is a pioneering influencer marketing agency connecting brands with the most influential voices on social media. To catch up on our latest work, clients and community, please visit our website.

Headquartered in San Francisco, with a growing office in New York, Collectively is excited to expand our team! We're looking for creative, curious, hard working and social-media obsessed applicants who thrive in a fast-paced, ever-changing social media and digital advertising industry.

About the Brand Partnerships Team:

The Brand Partnerships Team is the sales and account management arm of Collectively, and is focused on providing exceptional client service and bringing strategic program recommendations to our partners.

Responsibilities:

The Brand Partnerships Manager supports our growing list of client accounts and related revenue opportunities. The Brand Partnerships Manager is a part of the Repeat Business team within "Team Money" at Collectively. This role will be the lead point of contact for a set of client accounts at Collectively, while also playing a support role for key accounts working in concert with Brand Partnerships Executives. Working across a variety of account types, this role is responsible for securing revenue opportunities through informed partnership proposals and effective revenue development through great account management. This role reports directly to the Director of Brand Partnerships.

Opportunity Development

- Grow and nurture our business with brand partners
- Develop and respond to client briefs or requests for proposals with creative programs that leverage the Collectively offering; for certain accounts this may be done in collaboration and under supervision of a Brand Partnerships Team Executive.
- Delegate proposal-creation and related support tasks and manage the output of Brand Partnerships Planners, including ensuring all data in Salesforce is maintained properly and in a timely fashion
- Strategically follow through on proposals to secure revenue opportunities
- Proactively identify opportunities or areas for upsell whether an unmet need or challenge a client is experiencing across all accounts
- Create excitement and buzz for Collectively's offering and capabilities with current brand partners by educating and re-engaging new and existing client teams

- Provide account insights to the account's Executive Sponsor ensure the Collectively offering continues to support our client's needs

Account Management:

- Serve as day-to-day and lead point of contact for assigned accounts
- For certain accounts, working under supervision of Brand Partnerships Executives, support strategy, opportunity development and general account management/development to grow revenue and build the client partnership
- Lead both internal and client meetings necessary to secure, pitch and renew revenue opportunities
- Own all client deliverables in the proposal development and engagement wrap/renewal phase, reviewing prior to client delivery
- Manage Brand Partnership Planners' contribution to your assigned accounts or work, assigning and reviewing project tasks and deliverables and regularly share feedback and learnings with team management
- Remain informed and present when in a Campaign is in progress to offer internal POV and feedback from the client perspective as needed
- Remain proactive and informed of potential issues (budgeting, proposal fidelity, client feedback throughout the course of a project) and demonstrate proactive resolution should they occur
- Effectively communicate and involve key cross-functional stakeholders in account management and growth
- Lead strategy for program renewal and repeat business proposals upon project completion
- Manage and complete SOW and invoicing deliverables according to the Collectively process

Requirements:

- 2-5 years of client-facing account development experience in an agency or social media marketing setting
- Strong client services skills, able to successfully manage multiple accounts simultaneously
- Collaborative and proactive mindset – comfortable working with anyone from executives to junior staff across program phases to get projects accomplished
- Confidence under pressure - able to respond to ad-hoc requests and leverage resources to solve problems on the fly
- Exceptional communications skills, whether in writing or in person
- Solid grasp of the digital media landscape and trends, demonstrating commitment to learning and desire to hone individual points-of-view
- Self-starter with proven organization skills; able to prioritize and self-manage multiple deadlines and deliverables, effectively looping in leadership when needed

How To Apply:

- Please send resume and cover letter to jobs@collectivelyinc.com
- Note desired position in subject line