



## Strategic partnerships coordinator

Department: Retail Partnerships/Marketing Departments  
Reports to: Director, Strategic Partnerships & Retail Projects

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### Position summary:

The strategic partnerships coordinator will be responsible and accountable for supporting the Director of strategic partnerships and retail projects to maintain and strengthen retail partner relationships by focusing on high-impact account management activities including support for the development of contractual agreements, account planning and support for the delivery of revenue generating partnership program initiatives.

### Key Responsibilities and Activities:

- Manage all administrative paperwork related to partners agreements and contracts
  - Oversee supplier and service provider invoice/ billing activities to monitor cost expectations and resolve billing and payment issues.
  - Monitors and tracks supplier performance and addresses any issues.
  - Designs and produces regular and ad-hoc reports, and dashboards.
  - Participates in the design and negotiation and renewal of SLAs
  - Manages and administers supplier/service provider contracts in accordance with the company policy
  - Prepare weekly and monthly performance status reports to ensure all projects and activities are on track
  - Liaison with the marketing/digital team to ensure that all partners marketing funds are fully utilized
  - Manage invoicing and recouping of supplier marketing contributions and overrides
  - Assist with creating suppliers marketing proposals
  - Prepare Proof of Performance backups (POP) to be shared with partners.
  - Facilitate the approval process for all co-op marketing initiatives with various partners
  - Conduct Quality Control of all suppliers marketing initiatives prior to final submission.
  - Reviewing and managing all administrative paperwork related to partners agreements and contracts
  - Ensuring all required paperwork is submitted for event participation
  - All other duties as assigned by management.
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### Knowledge, skills and abilities

- Exceptional attention to accuracy and detail
- Ability to take initiative, be proactive, and work independently with little supervision
- Demonstrated project management skills, including timeline planning and management, prioritizing, and driving the delivery of work on multiple efforts concurrently
- Demonstrated track record of supporting the development and execution of successful events and brand communications



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- Excellent communication skills, including writing, proof reading skills
- Ability to manage multiple projects and work assignments
- Ability to work and thrive in a cross-functional team
- Willing and able to travel for onsite event production as required

### Experience

- 3-5 years of experience in accounts and supplier relationship management, sales and marketing.

### Working Conditions

- Office/remote environment
  - Flexible schedule
  - May require overtime
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