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Registration No. ROS 239/73 TAP

About The American Chamber of Commerce

Established in 1973, the American Chamber of Commerce in Singapore (AmCham) is the largest international business association in Singapore, representing over 700 member companies and over 5,500 senior business executives.

AmCham is a non-partisan business-progressive Association. Our mission is to promote the interests of AmCham members in Singapore and the region by providing advocacy, insights, and connections through its programs, events and publications. AmCham delivers over 200 events annually ranging from networking events to thought leadership talks, seminars and conferences.

About The Role: Strategic Partnerships Manager

AmCham Singapore is seeking poised and energetic candidates for a Strategic Partnerships Manager position. The Strategic Partnerships Manager reports to the Head of Business Development & Operations. S/he will develop and implement commercial and strategic relationships with AmCham member companies and external organisations in accordance with Chamber's overarching objectives, strategic goals and strategies.

S/he will manage and execute AmCham's overall marketing and business development initiatives and work closely with the Chamber's Events, Member Relations and Government & Public Affairs colleagues. The Strategic Partnerships Manager is responsible for managing the Chamber's annual corporate partnerships, event sponsorship sales, and digital and print advertising sales within AmCham. The position allows for significant professional growth and exposure to business leaders across a wide range of industries and sectors.

This is a *sales-oriented* role that requires a professional with excellent interpersonal skills who is a self-starter, meticulous in account management, and thrives in a fast-paced collaborative environment.

The Strategic Partnerships Manager will be expected to cultivate and maintain an extensive knowledge of all Chamber programs, services, initiatives and activities and closely monitor industry trends and local issues impacting the Chamber's members.

Core Responsibilities

- Create a systematic, process-driven approach to partner outreach and relationship management
- Identify and source partnership opportunities through inbound lead follow-up and outbound cold calls, emails and client visits
- Research AmCham corporate members, identify key stakeholders and generate interest
- Collaborate with senior management and AmCham colleagues in different departments to align our internal goals with new and existing partner relationships
- Negotiate and finalize partnership contracts in accordance with Chamber's contract guidelines and policies working closely with the Finance Manager
- Deliver a great experience to our corporate partners when working with AmCham and represent our brand and be our partners' liaison internally

- Forecast, measure, and report the results of various projects with partners, including co-created and/or co-branded content promotions, and/or event partnerships
- Maintain high-level ongoing relationships with AmCham corporate members and offer new ways to grow the partnership to support their marketing activities with AmCham and strengthen member company brand awareness and advance their business in Singapore and the region
- Manage AmCham's advertising and sponsorship budget working closely with the Finance Manager
- Conceptualize and help execute networking events and marketing campaigns in coordination with the member relations and events team to enhance the Chamber's existing brand awareness and public image among corporate entities in Singapore and the region
- Collaborate with the AmCham events team to market and organize engagement opportunities ensuring the team delivers 200+ corporate events and committee meetings every year annually

Requirements

Strong candidates will have a sophisticated understanding of relationship management, as well as demonstrated success with sales best practices. The successful candidate must be able to acclimate quickly, assess the internal and external priorities and establish the relationships they need to move forward and execute. This position affords a high level of autonomy to the right candidate. AmCham has a lean and extremely high-performing team, so the ability to work effectively in a highly collaborative environment is a must.

- Bachelor's degree in Marketing, Communication or related discipline
- At least 3-4 years professional experience in marketing, sales, and/or business development
- Proven track record of working with senior executives and high-profile stakeholders
- A team player, meticulous and reliable
- Advanced problem solving skills and strong communication skills to communicate effectively to diverse audiences
- Experience and success in developing compelling written, oral and visual presentation materials
- Great business sense, results-oriented and the ability to work to budgets
- Strong interpersonal skills to effectively cultivate relationships with prospects, members, and external stakeholders
- Strong ability to work independently and as part of a team in a fast-paced environment

To Apply

Qualified applicants are invited to email a detailed resume and salary expectation to Celina Chong at hr@amcham.org.sg. Only shortlisted candidates will be contacted upon selection.

Deadline: *February 28*, but interested individuals are strongly encouraged to submit their applications as soon as possible.