

Partner Director - Job Scope of Work:

This position will lead the Partner Program for the Diversity Consortium (DC). This position reports jointly to the President and COO. This position will lead the Partner Management Team responsible for messaging as well as the Partner Program business and process development activity. This individual will have responsibility for the development and management of Partner Program Plan, processes, tools & systems to fulfill partner engagements and company expectations. This position has a general responsibility allocation of:

- Partner Plan execution 75%
- Business development activity 10%
- Departmental Support 5%
- Business management & processes development 10%

Job Responsibilities

- Develop & manage the Partner Program Annual Operating Plan
- Manage co-developed Partner Marketing Plans
- Support the development of the other departmental Operating Plans
- Maintain the DCVO as it relates to schedules, initiatives, notes, action items, pipelines, resource forecasting along with weekly updates and monthly reporting.
- Development & management of the budget forecast v actual
- Manage the Partner Program (PP) Team task completion
- Development & management of the SOP's & work instructions for department
- D&I Fulfillment Partners' recruitment, planning & management
- Management of assigned channel, service & alliance partners
- Complete the timely delivery of the DC PP monthly report
- Timely submittal of Time & Expense Reporting



Compensation Components

Sales Commission:

There is a sales commission plan that pays up to 4% of the gross revenue on the sales credit assigned in the booking documents for each new client, program or platform as well as .5% of all Partner sales. Commissions are paid monthly and are broken into two components. The first component is on secured sales and pays 75% of the earned commissions. Due to the pricing of some Diversity Consortium deals, commission values may be pre-established.