



Partner Services Divisional Leader – Job Description

Job title *Partner Services Divisional Leader*

Reports to *Executive Leadership Team*

Job purpose

The purpose of this position is to provide development, management and oversight of the CLUB1040 Partner Services Division.

Duties and responsibilities

The primary job duties and responsibilities include, but are not limited to:

- Development of Team and resources to execute the mission and tasks of Partner Services Division.
- Manage the Donor Development Team
- Care for and promptly respond to requests and requirements of CLUB1040 partners.
- Oversee all aspects CLUB1040 events and Event Dream Team members (February Open House, Support Banquets, etc).
- Promote CLUB1040 by managing Telecommunication Team / call center.
- Support Regional Ambassadors
- Produce and present ongoing reports of Partner Services projects

Qualifications

The ideal candidate will understand and demonstrate a commitment toward the mission and vision of CLUB1040; have excellent written and verbal communication skills; superior organizational and task management skills; ability to work independently with minimal supervision; and, a commitment to excellence.

Working conditions

Office and computer work / Incoming and Outgoing phone calls / mail processing. Some domestic travel.

Physical requirements

Sitting at a computer for extended periods of time.

Direct reports

Partner Services Dream Team

Approved by: *Executive Leadership Team*

Date approved: *June 24, 2016*

Reviewed: *June 24, 2016*