**Position title**

Events & Partnerships Manager

**Organisation**

Hong Kong Rugby Union

**Location**

Hong Kong

**Closing Date**

Friday 5th October, 2018

**Job Summary**

The HKRU is seeking a professional Events & Partnerships Manager with a genuine passion and commitment to delivering the highest standard of events and partner servicing.

The role will foster and strategically develop relationships with partners whilst managing the delivery and activation of contracted rights, the approval processes and the creation of partnership reviews and reporting.

The Events & Partnerships Manager will also require the ability to manage every aspect of event delivery from the planning stages through to review.

**Specific responsibilities**

* Pro-actively look for ways to generate and assist event partnership leads and establish business opportunities for HKRU
* Contribute to the overarching strategic vision of event partnership sales strategy
* Build and maintain event partner relationships so to ensure regular updates are provided
* Determine Partner ROI objectives and help create and manage integrated partnership programmes that will meet these objectives
* Pro-actively plan and ensure the delivery of all contracted rights and benefits for all event partners. Work with the event operations, marketing and communications teams to ensure Partner requirements are met.
* Create and maintain key reporting documents including status reports, case studies and partnership review documents
* Provide oversight and support in the delivery of high class events through the coordination and management of external stakeholders, agencies, contractors, partners and event staff.

**Your profile**

* Degree or equivalent
* 3-5 years relevant experience in event partnership servicing and event management
* Proven ability to offer first-class, professional account management service to commercial partners and to build strong business relationships
* English a must, spoken Chinese an advantage
* Excellent communication, excellent organisational skills and attention to detail
* Good interpersonal skills including the ability to negotiate and influence
* Able to work independently, self-motivated, responsible, well-organized and be comfortable to work as part of a team.

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Salary offered will be commensurate with experience and qualifications. Please apply with full C.V. with detailed last salary, expected salary and available date of commencement if you were offered the position to Human Resources Department, Hong Kong Rugby Union, Room 2001, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong or by email [hr@hkrugby.com](mailto:hr@hkrugby.com) on or before 5th October, 2018.

***Personal data collected will be used for recruitment purposes only.***

***Only short-listed candidates will be contacted directly.***