

# Manager, Strategic Partner Relations

## Summary

PATA is seeking a highly motivated Strategic Partner Relations Manager to work in our Bangkok, Thailand Headquarters. This position will report directly to the Chief of Staff, and work closely across all departments including PATA's business development and senior management teams.

The primary purpose of this position is to support the CEO and Chief of Staff (COS) manage the relationship with PATA's partners around the world in two ways:

- First, manage the relationship with existing partners by ensuring all deliverables from both sides are followed up on.
- Second, assist in the generating of and closing of new partnerships.

Such partnership initiatives for PATA include but are not limited to event sponsorships, research collaborations, speaking engagements, publicity, a long-term strategic partnership.

This dynamic position will work directly with PATA's executives and key decision makers and executives in the travel industry around the world!

## Primary Duties - Partnerships

- Maintain PATA's current partnerships by becoming their key point of contact (POC) at PATA
- Coordinate the engagement of existing partners by making sure all relevant PATA departments are aware of the deliverables expected of them to execute, per each agreement
- Give input to and execute on the Annual Strategic Partnership Plan as developed by the Chief of Staff
- Set, attend, and follow up on all Partnership meetings
- Draft and review partnership proposals and agreements
- Develop systems and procedures in support of the identification and engagement of strategic partnerships
- Work with the PATA Membership department to develop a relationship management program to support partners
- Manage reporting and financial tracking of strategic partnership activities
- Learn to deliver professional sales presentations to potential partner organizations and PATA Government members with the ability to persuade and close business
- Provide timely and accurate reporting of pipeline and strategic partnerships activities
- Research trends, competition and funding sources to help drive the PATA partnership business development pipeline

## Primary Duties - Chapter Relations

- Aside from membership, PATA has 35 chapters all over the world. To maintain good standing with them, this position must
- Act as the primary bridge between PATA Chapters and HQ

- Keep the chapters informed of developments at the international level, and also HQ informed on what they chapters are doing
- Ensure the Chapters meet with PATA HQ requirements to be able to involve at PATA Board level.
- Organise PATA Chapter Colloquium twice a year in conjunction with PATA annual events and provide report to PATA Board.

### **Qualifications**

- Bachelor's degree required
- Native or near native professional Fluency in English is a must; one or more Asian languages preferred
- At least 3 years of experience in account management, strategic sales, or business development
- Able to travel to both domestic and international locations to meet and liaise with potential partners and clients
- Ability to speak comfortably with senior executives
- Very strong business acumen; you will need to listen between the lines to help create business opportunities for our partners
- Driven to a high level of service for our existing partners
- Strong relationship building skills
- Excellent communication skills, both written and oral
- Familiarity with a Mac/Apple computing environment and Gsuite (Google Drive & Gmail)

Applicants who already have the right to work in Thailand are heavily preferred, although outstanding international candidates who meet all the above qualifications will still be considered.

To apply, please send your cover letter and CV to: [pata\\_hr@pata.org](mailto:pata_hr@pata.org)

### **About PATA**

**The Pacific Asia Travel Association (PATA)** is the only travel and tourism industry body in the world focused on Asia Pacific that represents both the public and private sector. The Association provides aligned advocacy, insightful research and innovative events to its member organisations, comprising 95 government, state and city tourism bodies, 20 international airlines and airports, 102 hospitality organisations, 70 educational institutions, and hundreds of travel industry companies in Asia Pacific and beyond. PATA is also a key member of Uniting Travel, a coalition of the world's major Travel & Tourism organisations dedicated to ensuring that the sector speaks with one voice and acts in unison on the major issues and includes ACI, CLIA, IATA, ICAO, WEF, UNWTO and the WTTC.

To learn more, please visit: <https://www.pata.org/about-pata/>