

WE ARE



HIRING

SOURCING RELATIONS MANAGER

COMPANY SUMMARY

Founded in 1973, SITE is a professional association of over 2,000 members located in 90 countries, working in corporations, agencies, airlines, cruise companies, and across the entire destination supply chain.

We bring value to our members at both global and local chapter level by our live events, networking, online resources, education, certification, and advocacy.

SITE Foundation was established by SITE to raise funds to support research, education, and advocacy projects on behalf of the incentive travel industry. Monies raised by SITE Foundation enable us to make the business case for incentive travel and highlight the transformational potential of travel experiences on individuals, enterprises, and communities.

Live and digital events are central to how SITE and SITE Foundation deliver value to our members, the industry, the business world and society at large. Built around 4 strategic pillars – connect, learn, discover, shape – our events foster relationship building, offer cutting edge educational programming, facilitate destination immersion and discovery and shape the future of the incentive travel industry.

POSITION SUMMARY

SITE's Vision is *building and bridging cultures through the transformative power of motivational travel experiences*. The Sourcing Relations Manager is responsible for sourcing the destinations and partners who wish to invest in hosting and supporting the front-facing events that drive our vision and empower the SITE community. Working in tandem with the Head of Business Development and supporting the Director of Events, the Sourcing Relations Manager is the initial conduit or follows on leads from the destinations and partners who help bring our events to life. This position initiates and manages the RFP process for approximately 15 SITE and SITE Foundation internal and external events. Additionally, the role will enhance value to our events through additional elements of opportunity for sponsor recognition.

This is a part-time position.

RESPONSIBILITIES

PARTNERSHIP SOURCING

- Within timelines and criteria outlined by the Director of Events, develop and distribute RFPs with clear and measurable criteria for evaluation
- Ensure accuracy of RFPs as needs evolve for the programs; update as new dates and deadlines are activated
- Collaborate with Head of Business Development as opportunities are identified to assess what partners should receive RFPs for future programs
- Track all RFP requests sent; assess submissions, create evaluation matrix of all submissions, compiling top options for presentation to SITE leadership
- Negotiate final terms of contract (including in-kind elements) with all partners, ensuring terms are thorough, accurate, legally protective of SITE and offer the best value for SITE and SITE Foundation
- Monitor key deadlines such as attrition dates & cancellation policies and communicate appropriately
- Stay abreast of current trends within meetings and event industry and address accordingly in contracts
- Track and report cost savings and in-kind values

IN-KIND SPONSORSHIP MANAGEMENT & DEVELOPMENT OF SPONSORABLE ITEMS

- Working closely with the Head of Business Development, develop, secure, and manage in-kind sponsorship opportunities for events, which includes sourcing potential partners, negotiating and preparing contracts, overseeing fulfillment, and tracking the value in partnership, ensuring that the best value is achieved for SITE and SITE Foundation
- In collaboration with Director of Events, develop in-kind partner services to align with event objectives and communicate expectations to partners to ensure successful delivery
- Establish and maintain ongoing agreements with event partners supporting long-term or multiple opportunities for event execution (production, A/V, etc).
- Liaise with fulfillment and marketing to ensure deliverables for all paid and in-kind partners are met
- Track and report cost savings and in-kind values.

QUALIFICATIONS

- Bachelor's or equivalent degree required
- Seven (7) or more years of professional meeting/event sourcing
- CIS, CITP, and/or CMP certification preferred
- Possesses an understanding of international culture and practices and has a proven track record of building global industry relationships based on experience in a global business environment with diverse audiences
- Ability to promote the benefits of supporting our events, ask for what is required, and show the value of investment in SITE and the SITE Foundation
- Meeting/event planning and onsite operations experience with comprehension of all elements essential to event success at an incentive level
- Robust knowledge of domestic and international destinations; understanding of tiers, accessibility, seasonality, and average costs and desirability as incentive destinations
- Expertise in negotiating agreements and contracts that create mutually beneficial partnerships with vendors and sponsors
- Excellence in contract/addendum development/review, verbal negotiations, and negotiating terms, managing the needs of multiple parties
- Ability to work outside of "normal" business hours due to global nature of the position

PREFERRED ATTRIBUTES

- Passion for the incentive travel industry and the people who work in it globally
- Experience in negotiating in-kind services and/or mutually beneficial partnerships
- Familiarity with professional associations and/or not-for-profit organizations including working with volunteer groups/committees
- Energetic, forward-thinking, and creative individual who doesn't lose sight of the important details
- Enthusiastic and positive team player, with a "make it happen," "can-do" attitude
- Strong multi-tasking and time management skills, including the ability to effectively prioritize and execute tasks conforming to shifting priorities, demands and timelines
- Excellent interpersonal skills with the ability to respond quickly and effectively handle situations of conflict with tact and professionalism
- Exceptional project management skills that are deadline and deliverables focused
- Excellent command of the English language, orally and in writing; proficiency in a second language a plus