

JOB DESCRIPTION

Account Manager, Strategic Partnerships

Department: Trip Operations

Location: Naperville, IL

FLSA Status: Exempt

Travel: 10%

Reports To: Director of Strategic Partnerships

Version Date: December 2018

Summary:

Strategic Partnerships at Passages aspires to build a strategic recruitment process and maintain sustainable institutional relationships for the purpose of sending top Christian college students with the most leadership potential to Israel. The Account Manager will provide administrative support regarding existing partnerships and will assist the Director in partner correspondence, meeting scheduling, data entry, and trip cycle planning. Other duties may include supporting POC recruitment, exhibition management, and assistance with logistics training for faculty during Leader's Conferences.

Job Duties and Responsibilities:

- Equip and support the Points of Contact at schools and organizations through the recruitment process.
- Assist in the management of partnership workflow which incorporates program entry, trip engagement, post-trip group assessment, and on-going partnership with Passages.
- Create new contacts and accounts in Salesforce and maintain updates on existing contacts and accounts in Salesforce.
- Correspond with Partners bt phone/video, email, and occasional onsite meetings.
- Assist in the logistical planning for Faculty Track at the Leader's Conference
- Staff at least one trip to Israel per year.

Qualifications/Skills:

- Bachelor's Degree or commensurate experience
- Team player - ability to work collaboratively with a team in a fast-paced environment
- Personal commitment to the biblical roots of the Christian faith and modern Israel, with a passion for connecting Christian college students with the same
- Sharp, proven administrative and communication skills
- Proficient with Microsoft, iOS, and other mobile/desktop technologies.
- High level of attention to detail, combined with business process/bigger picture orientation
- Trouble-shooting and problem-solving skills
- Ability to cultivate and maintain professional relationships with external partners
- Ability to relocate to Passages office in Naperville, IL
- Ability to travel domestically and internationally to Israel

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Passages reserves the right to change this job description and/or assign tasks for the employee to perform, as deemed appropriate.

In accordance with federal, state and local law, Passages provides equal employment opportunities (EEOs) to all employees without regard to race, color, religion, sex (including sexual orientation or gender identity), national origin, age, disability, pregnancy, childbirth or related medical conditions, citizenship status, service member status, genetic information or any other category protected by law. Passages also affords EEOs to all employees defined by characteristics protected under company policy. In addition to federal law and company policy requirements, Passages complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has employees. This EEO policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.