

Job Description

Commercial Executive

Position: Commercial Executive	Department: Commercial	Reporting to: Commercial Manager
Salary: £18,759	Contract: Permanent	Hours per week: 37.5 (5 days out of 7)

Job purpose: To support the Commercial Manager in delivering a world class service to its valued club partners and the wider team the delivery and management of matchday hospitality. MK Dons boasts a wide range of local and global businesses in its successful partnership programme, the Partnerships Coordinator role is an important position to ensure the delivery of all partnership rights. To meet and exceed the expectations of our partners.

To support the commercial team with the delivery of corporate club events such as golf days, End of Season Awards, and other events and opportunities that may be identified and agreed with the Commercial Manager.

Essential Job Criteria:

- Smart, outgoing, confident personality - E
- Energetic with a will to succeed - E
- A passion for partnerships and events - E
- Able to work both as part of a wider team and on own initiative - E
- Exceptional organisational skills - E
- Ability to work under pressure - E
- Flexible working hours and days - E
- Available for all home matches -E
- An interest in football - E
- Computer literate. Proficient in Word, Excel and PowerPoint - E
- Clean driving licence -E

Role Competencies:

Planning Timescales:

- To plan a regular programme of meetings with club partners to understand and measure service, ongoing customer objectives and how the club can continually improve its partnership offering.
- Ongoing work towards partner renewal period and ensuring the account is in the best possible position to renew on commercially beneficial grounds for the business.
- Creation and delivery of partnership events programme each season.

Decision Making:

- Day to day decisions required to manage own role.

Impact & Influence:

- Demonstrating value of partnership & ROI.
- To help identify new partnership opportunities, assisting the Commercial Manager with proposals.

Skill Level:

- To upsell and cross sell all areas of the business to club partners, ensuring that all elements of activation are successfully delivered.

Communication:

- Create strong and meaningful relationships with key stakeholders.

Budget Management:

- Responsible for the day-to-day account management of several partners across the MK Dons Men's, Women's and Sport & Education Trust.
- To deliver all activity within budgets agreed with the Commercial Manager.

Lead & Develop:

- N/A for this level of role

Operating Parameters:

- To create and implement seasonal activation plans to ensure the partner achieves the maximum value from their investment in line with their key partnership objectives.
- Manage contractual player deliverables and duties for commercial partners
- To assist the process of club partner renewals.
- To prepare an activation plan for each partner and deliver against those objectives.
- Work with partners on distribution and management of tickets and hospitality within the partnership rights.
- Produce partner reports to show key data and assist in showing a ROI.
- To monitor other football club and sports industry partnership activity so that best practice can be identified and recommended for adaptation within the Club.
- Commercial administration tasks required for the efficient running of the commercial department.

Competency Total:

Level