

DHARMA

PARTNERSHIPS MANAGER

Based: Remote

Reporting to: COO

Start date: ASAP

ABOUT DHARMA

Our mission is to bring the world together through the power of shared experience. Dharma is a fast-growing, travel-tech startup based in London, UK and Abu Dhabi, UAE. Our innovative business model creates, builds, launches, and operates private-label travel brands for the world's most iconic people and brands. We are proud to have happy clients across a range of industries from best-in-class fitness companies to A-list celebrities. Our dynamic, enthusiastic team has a positive impact on the world and does exceptional work. Together, we are revolutionizing the way travel experiences are built, promoted, and delivered.

JOB OVERVIEW

As Partnerships Manager you will own the negotiating and contracting of all suppliers in line with the planning of best-in-class, experiential trips. Working cross-functionally with the Trip Planning, Operations, Brands, and Marketing teams, you'll manage departure date planning, ensuring trips are planned to operate at the right times for both the source market and the destination. You will buy required services directly, or via strategic DMC partnerships, ensuring costs are competitive and managed accordingly to ensure optimal trip pricing can be achieved. You will manage inventory and yield and make decisions on operating dates and capacities to ensure the business meets its targets. You'll build strong, strategic relationships with key suppliers ensuring strong business growth.

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RESPONSIBILITIES

- Contract suppliers
- Negotiate best rates/inclusions, block bookings, allocations and terms with all suppliers (hotels, ground suppliers & DMCS) to maximise availability, offers, and best available dates
- Ensure cancellation and payment dates are managed and visible to the wider business
- Ensure all suppliers complete required forms at contracting stage (H&S, wellness, supplier info, etc.)
- Manage supplier database
- Price all trips to ensure they are competitive in the market and yield the required margin
- Conduct competitor research to help with pricing, date planning, and contracting
- Own the purchasing strategy, forming long term relationships with key suppliers
- Liaise with Marketing to ensure we are strategically promoting the right trip dates at the right time to the right audience
- Plan trip operation dates accordingly to ensure we are going to market with the right dates that work for the source market and operationally
- Be responsible for all ancillary pricing (optional activities, pre & post night stays, merchandise, upgrades etc)
- Work with Finance to ensure we have robust margin and revenue reporting available
- Deal with general day-to-day correspondence from agents and hoteliers, and any other related administration
- Collect and disseminate MI in order to provide regular performance-based reports to key stakeholders within the business
- Prepare monthly and annual commercial performance reports
- Identify opportunities to drive revenue growth, including by cross-selling existing brands and where we can utilise good relationships and rates
- Leverage market research and internal data to come up with recommendations on target markets and support the brand and planning teams
- Negotiate FOC spots for FAMs and PR /Trade trips
- Occasional requirement to attend travel conferences to meet existing and new suppliers

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QUALIFICATIONS

- At least 5 years' experience as a product, commercial, or purchasing manager within a group tour operator
- At least 3+ years of experience in development of hotel and supplier strategy, contracting, and supplier management
- Excellent and demonstrable negotiation skills
- Passionate about creating long term partnerships
- Excellent communication skills
- Highly numerate with commercial nous
- Ability to work remotely and unsupervised
- Strong interpersonal skills with the confidence and ability to communicate effectively and professionally at all levels
- Impeccable attention to detail
- Must be team oriented, extremely motivated, and able to make decisions based on both data and guest wellbeing
- Ability to operate in a fast-paced environment and work under pressure
- Strong organisational skills and the ability to set priorities and meet deadlines
- Excellent command of all general tech skills
- Proven track record across diverse regions, cultures, and languages
- Good knowledge of boutique and independent hotel properties worldwide
- Can confidently build strong relationships with key accounts
- Can efficiently manage a small but focused global contracting team
- Experience in fast-paced, start-up environments preferred
- Strong knowledge of geography and international and domestic destinations
- Written and spoken language skills (particularly French, Spanish, and Italian) preferred

HOW TO LEARN MORE

Thank you for your interest in DHARMA. We genuinely appreciate your enthusiasm.

To apply for this position, please send us your résumé and cover letter. Feel free to submit the form linked [here](#) or send us an email at jobs@seekdharma.com. Our hiring team will be in touch within five working days to update you on the status of your application.