



As the Collab Manager, you will be the point of contact for all collab partners while liaising with various departments within the organization, ensuring that timelines are met, critical path is respected and ensuring that the marketing calendar and drop dates are maintained. Your ability to communicate effectively with people of all levels, a keen understanding of the luxury fashion, strong follow up skills and ability to get things done will make you a perfect fit for this new and growing area of the business.

Some of What You'll Do:

The key liaison between Moose Knuckles' design, production, merchandising and development team and Collaborators' teams

Maintain strategic relationships with current and future collaboration partners

Manage all communication between collaborators and Moose Knuckles' – "the point of contact".

Distribute weekly updates to key stakeholders and wider team

Plan, schedule and create agendas for every meeting with collaborators and communicate needed deliverables and key decisions for each meeting.

Manage critical path by coordinating with marketing, design, merchandising, product development and production teams

Participate in developing pitch decks to potential collaborators

Work with marketing and sales to define and maintain task-lists for go-to-market strategies, timelines and final drop-dead dates

Manage collab communications calendar with Global Marketing Manager

Send samples and design assets to collaborator and various internal and external teams

Support in model bookings and fittings with design teams

Work with Design throughout Design development process to ensure efficient communication to collaborator

Support key stakeholders in creating merch plans, pricing and line sheets

Some of What You'll Need:

Proven experience in bringing concepts to life through written presentations

Experience working on special projects or licensing deals for an agency or in brand

Ability to create presentations in Power Point, knowledge of photoshop a plus

Ability to create formulas, formatting and structuring in Excel

Minimum 2 years experience in similar role in fashion, with an understanding of development, production timelines and an understanding of the components of a garment

Some of Who You Are:

Entrepreneurial spirit with demonstrated success in driving new business from concept, to sale, and through the execution phase

Thorough knowledge of the fashion and luxury landscapes

Ability to communicate effectively and tactfully with persons on all levels

Excellent organizational and time management skills: with the ability to work on multiple projects simultaneously

Ability to collaborate across multiple groups and understand the value of working as a team

Self-starter, who is highly organized, with strong follow skills, will take initiative with new projects