

We are committed to delivering an unparalleled celebration of the performing arts, which brings some of the most exciting and creative artists working today to audiences from around the world.

**Partnerships Manager**

This is a dynamic role which cultivates new business and manages a varied portfolio of major partnerships (£20k+ pa) covering international, corporate and major trusts. This role will act as an internal and external ambassador for partnership opportunities – identifying assets within the organisation and generating new business externally. The Partnerships Manager will use creative approaches to attract long-term, high-value strategic partnerships which further the Festival’s vision and underpin long-term sustainability.

**Edinburgh International Festival Equality and Diversity Commitment**

The Edinburgh International Festival is an equal opportunity employer, and we value diversity. We believe that an inclusive culture is the foundation for a successful workplace, and we strive to grow our diverse representation across our staff, our artists, and our audiences.

We are collecting data to measure the effectiveness of our recruitment methods, to ensure that they are fair. We strive to ensure our opportunities are accessible to people from all backgrounds.

We actively encourage applications from currently under-represented groups. We have identified ethnic minority backgrounds, and disabilities as the key areas we would like to focus our recruitment efforts in.

**Disability Confident Employer**

We’re committed to creating a workplace where everyone feels like they belong. We want to make our recruitment practices as inclusive and fair as possible, and as part of that, we have joined the Disability Confident scheme, this is a government scheme designed to help us make the most of the talents of those with disabilities and/or health conditions in the workplace. All applicants with a disability who meet the minimum requirements of the job as set out in the job description are guaranteed an interview.

**Rooney Rule**

We are building a Festival team that is able to understand the needs of and effectively communicate with the whole of our diverse community. We want our team to reflect the diversity of the wider population. This includes the representation of people from ethnic minority backgrounds and we apply the Rooney Rule to achieve this.

Adapted from American football, this is a form of positive action. We recognise that our workforce does not reflect our wider communities, in terms of people from ethnic minority backgrounds. Subject to consent from our equality and diversity form in Team Details, out of the candidates who meet the essential selection criteria for the role and who are from an ethnic minority background, at least one will be shortlisted for the next stage in the recruitment process, which is usually an interview.

**Job Title Partnerships Manager**

**Manager** Head of Partnerships

**Department**  Development

**Job Purpose**

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## **Responsibilities**

New Business

* Work closely with the Head of Partnerships to monitor and implement the partnership strategy
* Identify and proactively engage a comprehensive pipeline of potential major (£20k+ pa) partners for the Festival
* Leverage the Festival’s Board networks to expand the reach of the Festival and generate warm leads for partnerships
* Secure meetings and prepare and present partnership proposals which reflect the Festival brand, IP, and rights-holding opportunities
* Create partnerships with key suppliers and manufacturers to provide value-in-kind to the Festival
* Identify assets across the organisation that can be leveraged for partnerships using organisational understanding to create bespoke proposals and gaining internal buy-in around partnership components
* Lead the organisation of cultivation and stewardship events for potential and existing partners both during the Festival and year-round
* Act as an ambassador for Edinburgh International Festival, increasing its visibility as a partnership asset through networking, event attendance and relationship-building

Partnerships Portfolio

* Personally manage a portfolio of prospective and current major partnerships (£20k+ pa) from corporates, international partners and major trusts and foundations
* Sustain relationships with partners, including regular meetings, engagement in the Festival’s work, and the preparation and submission of evaluation and debrief reports
* Work collaboratively with partners and with internal colleagues to leverage partners’ association with the Festival through activations such as events, corporate entertainment, press and PR, development of creative content, and client/customer engagement
* Prepare and help negotiate partnership agreements
* Generate work for the Partnerships Officer, Audiences Assistant and Development Assistant to fulfil partnership agreements including delivering all contracted benefits and activation elements whilst keeping appropriate records, using databases as required

General

* + Meet agreed financial income targets and provide regular reports to the Head of Partnerships
	+ Engage with and deliver on the overarching Development Strategy, working collaboratively and supportively with the Development team to achieve shared aims, objectives, and financial goals
	+ Regularly collaborate with colleagues across the Festival to foster a partnerships mindset and to develop and deliver exceptional partnerships—ensuring awareness of the status and requirements of partnership proposals and contracts, gaining agreement with deliverables/benefits offered, sharing feedback from potential and existing partners, and serving as an internal champion for partnerships working
	+ Champion the Festival’s brand voice through preparation of speech notes for others, delivering speeches, and preparing written materials
	+ Continually develop and collate case study material and understanding activity across the organisation
	+ Represent the Festival at events and external opportunities

**Person specification**

Essential

* Demonstrable experience in a fundraising or related business development role, ideally with a focus on new business acquisition and partnership activation
* Experience of identifying partnership opportunities, developing a creative strategy, and designing attractive and innovative partnership offers
* Proven track record of pitching, negotiating, and securing major partnership agreements at the five- and six-figure level underpinned by a strong business case and value for investment
* Background of successfully and confidently working within and across a collaborative organisation to influence and build consensus.
* Knowledge and understanding of corporate, international, and governmental fundraising policies, rules, regulations, and contract/agreement terminology
* Excellent verbal, presentation, and writing skills with a keen eye for creative and impactful proposals and formal materials
* Aptitude for project management and delegation, and strong attention to detail
* Proficiency in Microsoft Office; knowledge of a CRM (EIF is on Spektrix) is a plus

Desirable

* Experience of fundraising for the performing arts sector
* Experience leading relationship management with partner contacts at all levels, including C-suite executives and high-profile governmental figures
* Experience with public speaking and networking
* Knowledge of international governments and funding bodies, and how to leverage their shared policy and diplomatic priorities towards securing support.

**Terms and Conditions**

**Working days/hours** 35 hours per week, by agreement within standard office hours of 9.30 to 17.30, Monday to Friday. At peak times, and particularly immediately before and during the International Festival, it will be necessary to work outside standard hours and at weekends.

**Working arrangements** We are located in Edinburgh, where all roles are based. To support flexibility we have a Smarter working policy, and are open to discussions as we move through the recruitment process, please do not hesitate to ask any questions.

**Contract type** Permanent, Full-Time

**Salary range** £38,000 - £42,000

**Holiday entitlement** 25 days per annum (with 3 days requiring to be taken between Christmas and New Year) plus 10 days public holiday, 5 days are fixed and 5 floating days.

**Pension Scheme** The International Festival will comply with the employer pension duties in accordance with Part 1 of the Pension Act 2008, as amended or replaced from time to time.