

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 Officer**

The Partnerships Officer will support the execution of an ambitious partnerships strategy for corporates, trusts and foundations and international partners. Reporting to the Head of Partnerships, this role will involve managing external relationships, working with internal stakeholders to ensure partnerships deliverables, and supporting the development of new business by preparing partnership proposals, conducting research, and building external relationships. This is a multi-faceted role in a fast-paced environment which will require flexibility and creativity, as well as excellent organisation, communication and administrative skills.

**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 Officer**

**Manager Head of Partnerships**

**Department**  **Development**

**Works with** Partnerships Manager, Development Department, Executive Office

**Job Purpose** To work across departments to provide support for major international funding applications, partnership proposals and reporting.

To manage a portfolio of entry-level partners including international and in-kind partners, that allow the Festival to deliver its aims

To provide support to the Partnership team to deliver an impactful communications and events strategy

**Responsibilities**

Partnerships Portfolio

* Personally oversee a portfolio of partners including in-kind support, international partner grants and corporate/institutional sponsorships focusing on excellent stewardship, accurate partnership delivery and reporting, and cultivation for continued support of the Festival
* Prepare proposals, application forms and reports for partners of all levels, including initial drafts for partners and prospects managed by the Head of Partnerships and Partnerships Manager
* Coordinate the contracting of new partners, ensuring accuracy across all internal stakeholders and alignment with agreed partnership objectives/deliverables
* Liaise with international partners and international prospects to cultivate new support, identify funding opportunities and coordinate proposals in line with funder deadlines
* Lead on the fulfilment of in-kind partnerships deliverables and obligations, in coordination with the Events team
* Support the Partnerships Manager and Head of Partnerships as needed to secure, retain and activate their fundraising portfolios
* Coordinate with the Executive Office on stakeholder management and engagement, with a particular focus on international contacts and public funders

Events & Communications

* Plan and deliver partnerships events, with support from the Events team, ensuring high-quality experiences which fulfil strategic objectives and deepen engagement between partners and the Festival
* Support wider Development Department events with guest management, logistics, on-the-day support, and drafting speech notes
* Draft, design and deliver engaging and tailored copy for Partnerships external communications and promotions, including a regular e-newsletter, event invitations, blog posts, and social media & website content
* Create and maintain deck templates, leaflets, and online content about the Festival, partnerships and Festival initiatives, which reflects the Festival’s brand, tone of voice and values

Collaboration & Team Support

* Serve as a liaison between the Partnerships team and the Executive Office and Audiences teams to ensure alignment and a cohesive approach to deliverables and partner engagement
* Be as the Development team’s primary source of Festival artistic programming, attending regular meetings, sharing programming updates, and identifying opportunities for partnerships
* In conjunction with the Philanthropy team, liaise with the Discovery & Participation team to leverage opportunities for donors and partners to engage throughout the year and understand our community impact
* Work closely with the evaluation team to ensure reporting and evaluation needs are understood, carried out regularly, and delivered to partners and funders in line with requirements and expectations
* Work closely with colleagues across the Partnerships team and Development Department to support wider fundraising campaigns and initiatives, including administrative and logistical support

General & Administrative Responsibilities

* Generate and send invoices to partners, including in-kind invoicing, working closely with finance colleagues as required
* Maintain accurate and up-to-date records on the CRM database, ensuring compliance with GDPR
* Monitor partnerships income, working closely with the Development Assistant to ensure accurate bookkeeping and providing regular updates to colleagues and management
* Stay abreast of corporate, international and trust/foundation sector trends, areas of growth, and opportunities for the Festival, and contribute ideas and insights to enhance partner experience and grow partnerships income
* Represent the Festival professionally at events, functions, and conferences
* Undertake any other reasonable duties assigned

**PERSON SPECIFICATION**

**Essential**

* Excellent interpersonal skills with a strong supporter centric approach
* Self-motivated and adaptable, able to work independently and collaboratively within a team, managing competing priorities and meeting deadlines under pressure
* Strong numeracy, planning, and organisational skills, with exceptional attention to detail
* Outstanding written and verbal communication skills, including a confident and professional telephone manner
* Ability to produce clear and engaging copy for newsletters, online content, and regular fundraising communications
* Demonstrated experience planning, organising, and delivering successful events
* Ability to handle sensitive information with discretion, with sound knowledge of GDPR compliance
* Highly organised and able to successfully manage time and tasks professionally

**Desirable**

* An enthusiasm for the performing arts, with an interest in or knowledge of classical music, opera, theatre, dance
* Proven experience in managing partnerships
* Experience of working with a CRM system – ideally Spetrix

**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. We are open to discussions during the recruitment process; please do not hesitate to ask questions.

**Contract type Full-time, Permanent**

**Salary range £25,000 - £28,000**

|  |  |  |
| --- | --- | --- |
| **Benefits** |  | [EIF-Employee-Benefits.pdf](https://edinburgh-festival.files.svdcdn.com/production/Documents/Policies/EIF-Employee-Benefits.pdf?dm=1749656584) |

As a result of the current immigration rules, this role is not eligible under the Skilled Worker Route. Job applicants will be expected to provide evidence of right to work in the United Kingdom or be able to obtain such.