

Role Description | Partnership Team Member

<i>Team</i>		Partnerships Team within the Finance Office
<i>Accountable to</i>		Partnership Coordinator

Purpose of the Role

- Acquiring new and maintaining existing partnerships that are beneficial to EFPSA

Main Responsibilities

- To maintain an up-to-date database of past, current and possible partners and sponsors of EFPSA, together with the Partnership Coordinator
- To work with the Partnership Coordinator in establishing meaningful and beneficial partnerships for EFPSA
- To support the EFPSA teams in establishing partners relevant to their needs

Tasks

- Supporting the Partnership Coordinator in creation of an annual strategy for fundraising
- Producing different ways to create financial partnerships, in accordance to the EFPSA Partnership Portfolio
- Updating EFPSA Portfolio and sponsorship packages
- Collecting statistical data necessary for the portfolio
- Maintaining Partners section of the EFPSA web page
- Contribute to ensuring EFPSA's financial stability through seeking new partnerships with companies, institutions and individuals who are interested in supporting the Federation
- Supporting the Events Office and EFPSA events and other teams in providing trainings and effective feedback in relation to partnerships
- Supporting EFPSA teams in
- Maintaining communication with existing partners
 - Ensuring our agreements are withheld and all conditions on our side are met – e.g. letters, postcards, newsletters etc. are shared
 - Send updated partnership renewals in a timely and efficient manner

Requirements

- Strong command of the English language, both in speaking and writing
- Communication skills
- Systematic approach

Please note that EFPSA's roles are always being developed, therefore, there may be slight variations to this document since it was produced. If you would like to ask any questions, receive additional insight or state an interest in this position, please contact the current Partnerships Coordinator at partnership@efpsa.org.