



Job Title : Partnership Manager
Department : Partnership & Sponsors
Report to : Festival Manager, Festival Director
Job Category : Full-time/Part-time

Job Overview:

Partnership Manager is responsible for sourcing funding (Cash or In-Kind) for the programs/projects of Yayasan Mudra Swari Saraswati based on budget and target, while maintaining good relationships with existing or new sponsors/partners.

Responsibilities and Duties:

1. Planning, implementation and monitoring the Festival's Sponsorship Strategy based on Festival timeline and budget
2. Researching potential funding sources for the Yayasan's programs, cash and in-kind sponsors
3. Create partnership proposals, promo pack, deck, contract/agreement/MoU or any other documents needed to approach potential partners/sponsors
4. Maintain communication and secure funding from current sponsors/partners
5. Build connections and/or securing funding with new sponsors/partners.
6. Monitor and supervise the Yayasan obligations in regards to the entitlements of each of its sponsors, as specified in the sponsorship contracts.
7. Develop Fundraising events and sponsor gatherings with the sponsor team
8. Maintain communication with all sponsors, providing them with any information they require before, during and after the event.
9. Enhance and update the content of sponsorship pages on the festival website.
10. Create and maintain a sponsor database.
11. Coordinate with Program Manager and Director to develop sponsored programs
12. Develop sponsorship program package with the program team
13. Attend to sponsor signage for Festival as well as hospitality entitlements for all sponsors.
14. Maintain sponsors/partners expectations and make sure all entitlements promised are delivered to the sponsors/partners
15. Liaise with sponsors during Festival and assist them with any special requests.
16. Ensure coverage of major sponsors in international and domestic media.
17. Check logo placements in all promotional material
18. Send thank-you letters and sponsor surveys and communicate with them from time to time or for special dates, such as Christmas, Idul Fitri.
19. Project manage Partnership Report.
20. Send report and documentation to all partners after the festival, two weeks after Festival.

Supervising:

1. Senior Partnership Coordinator
2. Partnership Officer
3. Intern

Qualifications

1. BS/MS degree in PR, Communication, or a related field
2. Minimum 5 years experience in PR & Communication, fund rising or crowdfunding programs
3. Able to work with target
4. Highly motivated and target-oriented
5. Have a business development mindset
6. Able to work with a dynamic team and various projects simultaneously
7. Able to work under pressure

The Yayasan Mudra Swari Saraswati Programs

1. Ubud Food Festival
2. Ubud Artisan Market
3. Ubud Writers & Readers Festival
4. Community Event at Taman Baca

Availability requirements

This position is required you to be in Ubud, start in March