



YAYASAN  
MUDRA  
SWARI  
SARASWATI

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## PARTNERSHIPS COORDINATOR

- Report to: Festival Manager & Partnerships/Sponsorship Manager
- Department: Partnership Team
- Job location: Ubud or Denpasar, Bali
- Employment type: Full Time
- Length of Employment: Full time
- Starting from: January 2023

## BACKGROUND

Yayasan Mudra Swari Saraswati is an independent, not-for-profit foundation committed to enriching the lives of Indonesians through a range of community-building arts, cultural, and culinary programs. The goal of the foundation is to help fulfil the creative needs of Indonesia, its individuals, and its communities whilst highlighting its cultural diversity – both traditional and contemporary – to the world. The foundation achieves this through its core initiatives, the Ubud Writers & Readers Festival, as well as the Ubud Food Festival.

The Ubud Food Festival (UFF) spans three days. It consists of cross-cultural culinary discovery, with Indonesian food as the central focus. The festival features special events, cooking demos, food tours, talks, workshops, masterclasses, arts performances, films, and more. The festival celebrates the diversity and taste of Indonesia's culinary world. It tempts thousands of food lovers from all over the world. UFF is now the region's leading culinary festival, and a must-attend event for anyone in the area.

The Ubud Writers & Readers Festival (UWRF) is an annual literature festival. The festival's goal is to bring together a broad community, and engage them through their shared love of books, writing, and ideas. Since the first UWRF festival in 2004, it has quickly become Southeast Asia's biggest and most beloved literary festival. The festival brings together a wide range of writers, novelists, poets, journalists, public intellectuals, artists, and politicians – from Indonesia and beyond. There are plenty of discussions to be had, especially about some of the most pressing issues of our time.

## ROLE OVERVIEW

**This position is in charge of establishing and managing communication, cooperative relations or Business-to-Business sales between the foundation and other parties, both individuals, companies and organisations. The goal that is expected to be achieved by the Partnership Coordinator is to succeed in obtaining cooperation in the form of support from cash and in-kind to support the implementation of the festivals.**

## KEY RESPONSIBILITIES

- (1) Support fundraising implementation for Yayasan's core programs (UFF, UWRF, UAM)
  - Execute Fundraising meeting, events and sponsor gathering with the sponsor team
  - Source sponsorship and support according based on the festival (Yayasan) target or requirement from new or existing partners, including
    - Cash
    - In-Kind (Accommodation, Printing, Production, Audio System, etc)



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- Source stall / vendors Participant for the Yayasan program (UFF, UWRF, UAM)
  - Develop sponsorship packages with relevant promotional exposure
- (2) Support fundraising strategy for Yayasan's core programs (UFF, UWRF, UAM)
- Develop proposals, contracts, and invoices to secure partnership with sponsors
  - Send out proposals to potential partners & sponsors
  - Maintain communication and liaise with sponsors, providing them with any information
  - Create and maintain a sponsor database.
- (3) Support the Festival's execution
- Ensuring the delivery of commitment from and to Partners throughout the Festivals
  - Support the Festivals documentation e.g. finance, photo archives
  - Support development and documentation after the Festivals, ie. Photos, finance etc
  - Suggest new ideas in securing partners & sponsors
  - Work with the cross-division team member (e.g. Program, Production, Marketing) in ensuring the highest quality output to support the Festivals
  - Ensure the coverage of Sponsors and Partners in international and domestic media.

## ESSENTIALS

- Excellent communication skills in Indonesian and English: written and verbally, especially since this work will require a lot of communication with external parties
- Relevant experience in Business-to-Business sales is not a must, but having some client-facing work experience and interest in managing partner/client are preferable
- Highly-motivated, curious, and open to learn about new items
- Independent and creative thinker
- Highly independent in execution, but understand when to raise questions and ask for support
- Working arrangement: willing to be based in Ubud or at least work from our Headquarter in Ubud

## KEY PERFORMANCE INDICATORS

The Partnership Coordinator performance will be measured by:

- Timelines met and core duties fulfilled.
- Targets achieved
- Cooperative work environment and ethics achieved.

## HOW TO APPLY

**If you would like to apply for this position, working for the festivals, please send your CV and cover letter addressing the selection criteria to: [admin@yayasansaraswati.org](mailto:admin@yayasansaraswati.org).**

Applications close on the 30 January 2023.

For a confidential discussion regarding the role, contact Dwi Ermayanthi (Festival Manager) via [erma@yayasansaraswati.org](mailto:erma@yayasansaraswati.org).