

## **Role Description | Partnership Team Member**

*Team* | Partnerships Team within the Finance Office

*Accountable to* | 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
- To participate in the online meetings with Partnerships Team and Finance Office

### *Tasks*

- Supporting the Partnership Coordinator in creation of an annual and long-term strategy for fundraising
- Producing different ways to create financial partnerships
- Updating EFPSA Brochure and Sponsorship Packages
- 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 Organising Committees
- Maintaining communication with existing partners
  - Ensuring our agreements are withheld and all conditions on our side are met
  - Send updated partnership renewals in a timely and efficient manner

### *Requirements*

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

Please note that EFPSA's roles are always being developed. 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](mailto:partnership@efpsa.org).