

Role Description | Partnership Coordinator

Team | Partnerships Office

Accountable to | Finance Officer

Purpose of the Role

- Coordinating the team that acquires and maintains partnerships beneficial for EFPSA

Main Responsibilities

- To coordinate, oversee and support the work of the Partnerships Team and its individual tasks
- To hold regular meetings with the Partnerships Team
- To provide regular updates on Partnerships Team's work via meetings and emails
- To create an annual and long-term strategy for fundraising

Tasks

- Coordinating the work of the Partnerships Team
 - Facilitating the communication within the Partnerships Team and organising team's meetings
 - Providing detailed feedback, support and guidance on team's work
- Creating and maintaining a database of information regarding partnerships
 - Archiving all partnerships documents (contracts, additional documents, etc.)
- Attending meetings with the Finance Officer and contributing to the discussions about development of EFPSA's financial sustainability
- Keeping the Finance Officer updated about Partnerships Team's work
- Creating an annual strategy and long-term for fundraising and a plan of how to achieve the goals set
- Ensuring the offers provided are appealing and reflective of all EFPSA can offer and realistic in comparison to the current economy and market

Requirements

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

- Teamwork and coordination skills
- Proactivity
- Out-of-the-box mindset
- Interest and/or knowledge in sales is preferable

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.