

**Introduction**

The Edinburgh International Festival is looking for an experienced, passionate and dedicated Head of Partnerships to join the team. We need you to help us deliver this unparalleled celebration of the performing arts, which brings some of the most exciting and creative artists working today to audiences from around the world.

We believe that being inclusive and diverse across all areas of our work helps us bring the best international festival to Edinburgh. We believe that an inclusive culture is the foundation for a successful workplace, and we strive to grow our diverse representation across our staff, our artists and our audiences.

We are committed to equality of opportunity and welcome applications from individuals, regardless of their backgrounds and life experience.

Job Title **Head of Partnerships**

Reports toDirector of Development

Works with Executive Office, Head of Philanthropy, Head of Events & Stewardship, and all Festival Departments

Direct Reports Corporate Partnerships Manager and Strategic Partnerships Manager

Job PurposeThe Head of Partnerships oversees a team of three (including two direct reports) to manage all fundraising activities for corporates, strategic and international partners, and public funders. This role works in tandem with the Head of Philanthropy and Head of Events & Stewardship to ensure a comprehensive and coordinated fundraising strategy across the Development Department.

## **Responsibilities**

***Fundraising***

* Develop and implement the fundraising strategy for corporate funders and international and strategic partners within the Development Department’s broader strategy and EIF’s business plan
* Working with the Executive Office, lead on fundraising from and stewardship of public funders such as the City of Edinburgh Council, Creative Scotland, Scottish Government, UK Government, and other local authorities and public agencies
* Personally manage a small, high-level portfolio of major, six-figure partner relationships as well as partners’ relationships with the CEO, Festival Director, Board Chair, and Executive Office
* Develop and negotiate complex and multi-faceted proposals, pitches, contracts, and agreements with Partners
* Lead the identification and long-term relationship management of international funding entities in close coordination with EIF Directors, Executive Office, and Programming Department
* Identify and lead the approach for major institutional strategic partnership opportunities for corporates, major foundations, and other entities
* Develop and lead a corporate strategy modelled for significant growth and expansion, leveraging the CEO, Festival Director, Board Chair, and the local business community
* Ensure the timely and quality fulfilment of contractual obligations, deliverables, proposal & reporting requirements, and promised benefits
* With the Head of Events & Stewardship, design a year-round engagement and stewardship strategy for prospects and current partners and funders, with a particular focus on the August Festival period
* Work with other Festival Departments to create materials, benefits, and any other resources or assets needed to develop and implement the Partnerships fundraising strategy

***Management***

* Oversee and manage the work of the Strategic Partnerships Manager and Corporate Partnerships Manager, delegating and supervising work appropriately
* Set team goals and metrics and track progress
* Provide leadership and coaching for the Partnerships team, including identifying opportunities for professional development and skills training
* Serve as a motivational senior leader within the Development Team and the Festival
* Contribute to cross-organisational projects and policy development

***Budget and Finance***

* Set annual Partnerships income targets and monitor progress toward goal, including assigning individual targets for Partnerships team members, maintaining accurate financial records, and providing regular reports and metrics to the Director of Development, Director of Finance & Commercial, and CEO
* Set annual Partnerships expense budget, monitor and report on actuals to-date, and work with the Director of Development to ensure a balanced comprehensive Development Department expense budget
* Ensure all income is accounted for and documented appropriately, acknowledged correctly, and complies with financial and legal requirements.

***General***

* Monitor industry information and take an active role in identifying opportunities for funding from all sources including businesses, Lottery distributors and government-led agencies, other public funding sources, and major foundations
* Represent the International Festival at external events/conferences, protecting and promoting its reputation at all times
* Adhere to the International Festival’s ethical fundraising policy and assess due diligence research prepared by the team
* Undertake any other duties as may be reasonably required by the Director of Development and Executive Director

**Experience & Qualifications**

* Demonstrable experience in a fundraising or related role, preferably within a collaborative charity with international scope
* Proven track record of pitching, negotiating, and securing major partnership agreements (six+ figures)
* Experience leading and directing relationship management with partner contacts at all levels, including C-suite executives and high-profile domestic and international governmental figures
* Extensive knowledge and understanding of corporate, international, and governmental fundraising policies, rules, regulations, and contract/agreement terminology
* Ability to understand and identify partnership opportunities, develop a creative strategy, and implement plans across a team
* Excellent interpersonal skills, such as diplomacy, persuasion, networking, and public speaking
* Excellent verbal, presentation, and writing skills with a keen eye for creative and impactful proposals and formal materials
* Experience leading and managing a team within a matrixed organisation
* Aptitude for project management and delegation
* Proficiency in Microsoft Office; knowledge of a CRM (EIF is on Spektrix) is a plus

**Terms and Conditions**

Working days/hours: 35 hours per week, by agreement within standard office hours of 9.30 to 17.30, Monday to Friday. At peak times, and particularly immediately before and during the International Festival, it will be necessary to work outside standard hours and at weekends. Payment of overtime is not applicable to this post.

Contract type: Permanent, full time

Salary £45,000 to £52,000 commensurate with experience

Holiday entitlement25 days per annum pro rata (with 3 days requiring to be taken between Christmas and New Year) plus 10 days public holiday, 5 days are fixed and 5 floating days.

We welcome any requests to discuss flexible working. There is no obligation to raise this at the application stage but if you wish to do so, you are welcome to. Flexible working can also be part of the discussion at the offer stage. Please note that during the 3-week duration of the Festival it may not be possible to offer or continue previously agreed flexible working.

Pension SchemeThe International Festival will comply with the employer pension duties in accordance with Part 1 of the Pension Act 2008, as amended or replaced from time to time

Inclusion **We use positive action under section 159 of the Equality Act in relation to disability or race. This means that if we have two candidates of equal merit in our process, we will seek to take forward candidates who are D/deaf, disabled, or from underrepresented ethnicities, in order to diversify our staff team.**

 We are proud to be a Disability Confident Committed Employer and aim to successfully employ and retain disabled people and also those with health conditions. We aim to progress to become a Disability Confident Employer.