

Position:	Partnerships Manager
Classification:	Exempt
Reports to:	Director of Strategic Partnerships
Effective Date:	January 1, 2018

JOB DESCRIPTION

Summary/Objectives

The Partnerships Manager supports the Director of Strategic Partnerships in managing and coordinating key strategies and activities within the Festival's institutional giving plan. The Partnerships Manager is responsible for cultivating and maintaining relationships with in-kind partners and sponsors, identifies opportunities for new alliances and develops strategies for raising and maximizing in-kind revenue. The Partnerships Manager will support fulfillment of sponsor and partner agreements and activation.

Essential Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manage a portfolio of in-kind partners; participating in the development and management of partnership/sponsor pipeline by cultivating and seeking opportunities to engage new partners and encourage continued support by existing partners.
- Work closely with Director of Strategic Partnerships and wider festival teams to develop, implement and evaluate the strategy to maximize sponsorship/partnership income and budget offset opportunities
- Manage and track all account history, relationship details and partnership activation details in CRM on a consistent basis and provide timely reports to Director of Strategic Partnerships and COO
- Responsible for understanding each assigned account's objectives to provide ideas and recommendations for mutually successful partnership outcomes.
- Provide timely responses to prospects, and existing partner requests, and work in a consultative manner with partners.
- Serve as lead in procuring vendors for Festival events including solicitation, confirmation and on-going communication.
- Manage and oversee the intake of donated wine and the ongoing reconciliation of wine inventory.
- Work closely with Director of Strategic Partnerships on day-to-day partnership proposals, implementation, and maintenance.
- Work collaboratively with colleagues to insure all institutional donors are accurately recognized through publications, digital and on-site activation.
- Represent the sponsor/partners throughout on-site activation process; working collaboratively with Events Team on the seamless execution of partner and sponsorship activations.
- Ability to perform effectively in a fast-paced environment, with a high level of creativity and self-direction

Knowledge, Skills and Abilities

- Strategic Thinking - Identifies opportunities for new alliances and partnerships and develops strategies for raising in-kind revenue. Provide strategic direction and long-range/short-range planning for all these areas in the context of growing in-kind sponsorships.
- Professionalism - Maintains high level of external and internal professionalism with the ability to deal diplomatically with a wide range of people. Approaching others in a tactful manner; reacting well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

- Communication - Superb verbal and written communications skill including proposals, report development, and formal presentation to clients. Concise verbal and effective written communication. Presents ideas and information in a manner that gets others' attention.
- Innovation – Demonstrates a good understanding of the arts and sponsorship industry. Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; Works with community leaders and partners to develop opportunities for FNV recognition throughout the year and works with marketing to present those stories to FNV donors and partners.
- Outreach - Success in developing new client relationships and moving prospects to clients while maintaining integrity for the vision, mission and brand alignment. Ability to develop creative strategy, and create win-win relationships. Success in working within the community to further solidify the organization's role as a leading arts organization.
- Interpersonal - Exceptional interpersonal and relationship-building skills with experience working in complex team settings and environments.
- Teamwork – Strong ability to balance team and individual responsibilities; collaborate with other departments within organization; supports goals and objectives of partners.

Work Environment

This job operates in a professional office environment and onsite at host properties which frequently includes outdoor site inspections. This role routinely uses standard office equipment such as computers, phones, printers, filing cabinets and copiers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time position, and general hours of work and days are Monday through Friday, 9:00 a.m. to 6:00 p.m.; however, this position regularly requires long hours and frequent night and weekend work. Seasonal peaks should be expected from March through July annually.

Travel

This position may require some overnight travel.

Required Education and Experience

- Bachelor's degree in a related field.
- Minimum five years related experience, non-profit development experience preferred.
- Management or supervisory experience required.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Equal Employment Opportunity

Festival Napa Valley is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by the law.