



Vacancy

IFOAM EU Sponsorship and External
Relations Manager

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Job title: Sponsorship and External relations Manager

Reports to: IFOAM EU Director

Job purpose:

As the European umbrella organisation for organic in Europe, IFOAM EU advocates for the development and integrity of European organic food and farming. We fight for the adoption of ecologically, socially and economically sound systems based on the principles of organic agriculture – health, ecology, fairness and care. With more than 210 member organisations our work spans the entire organic food chain and beyond: from farmers and processors, retailers, certifiers, consultants, traders and researchers to environmental and consumer advocacy bodies, and marketing

Do you have the experience to be part of the change in food and farming?

In the course of its strategic development, IFOAM EU established a new managerial position. As Sponsorship and External Relations Manager, you will be responsible for delivering and implementing a comprehensive sponsorship strategy and secure funding for IFOAM EU core activities.

Responsibilities

Sponsorship management

- Develop and implement the sponsorship strategy;
- Negotiate contracts with existing and potential sponsors;
- Ensure the implementation and the follow-up of contracts;
- Develop and maintain a network of sponsor and potential donors;
- Ensure good relationships and clear communications with existing sponsors and make sure their needs are met;
- Generate new and alternative sponsorship opportunities;
- Managing sponsorship budget;
- Ensure the sponsorship activities are in line with IFOAM EU's strategy, governance and work plan;
- Develop innovative approaches for sponsorship sources;
- Ensure that the sponsorship strategy meets the organic sector and IFOAM EU needs;
- Come up with innovative approaches in building relationships with prospective business partners, with appropriate networks and IFOAM EU' members;
- Represent the organisation at meetings and events;
- Contribute to writing of the annual work program for related areas and ensure the implementation of activities.

IFOAM EU's membership and governance management (temporary)

- Develop and manage membership strategy by maintaining and acquiring new members;
- Manage and ensure the professional organisation of IFOAM EU's member-related activities and involvement in the IFOAM EU structure, being the contact person;
- Manage the development of IFOAM EU's governing structure (and related documentation) in close collaboration with the Director and the concerned colleagues, including IFOAM – Organics International;
- Oversee the development of IFOAM EU's internal structure and link it up with external communication strategies and tools in cooperation with concerned colleagues.

Team coaching and management

The Sponsorship and External Relations Manager will oversee a team responsible for External Communication, Events, Membership and Governance. The manager reports directly to the IFOAM EU Director.

- Lead, coach, train and further develop a team working on External Communications, Events, Membership and Governance in their respective areas and help them reach their full potential by providing them with strategic guidance;
- Be responsible for the implementation and reporting of the related areas within the IFOAM EU annual work plan;
- Support the Director and concerned staff in managing the relation with IFOAM – Organics International.

Qualifications and experience

- Academic degree and relevant work experience in sponsorship strategy development and/or business/marketing;
- At least 3 years of experience in a management position in an international NGO, social enterprise or government department and/or at least 5 years' corporate marketing and branding experience;
- Experience in coaching and managing people, ideally in a non-profit setting and able to effectively delegate responsibilities to an independent team;
- Experience in developing high-quality written content;
- Experience of developing and implementing partnership;
- Extensive use of project management approaches including setting project plans, budgets and schedules.

Knowledge and skills

- Native-level of oral and written communication skills in English;
- Excellent networking and public relationship skills;
- Proven experience in reporting to donors;
- Ability to facilitate, maintain and manage good working relationships between staff, volunteers, members, partners, and donors;
- Ability to develop innovative approaches;
- Ability to provide strategic leadership and management, ensuring that IFOAM EU's vision is present in the daily operations of the organisation;
- Ability to set clear priorities between competing demands for resources and managing own tasks;
- Ability to execute the tasks effectively, professionally and with minimal supervision;
- Ability to review and analyse budgets and financial reports in relations to project implementation;
- Experience in working in an inter-cultural environment;
- Understand and have empathy with the aims and objectives of IFOAM EU;
- Knowledge of German is an asset;
- Knowledge in organic agriculture, food and farming is an asset.

Our offer

- Full time undetermined contract;
- Attractive salary package including meal voucher, health insurance, 100% costs of public transport, eco vouchers;
- Working in an international context with motivated and dedicated staff;
- Contribute to making Europe more organic;
- Flexibility in homeworking;
- 24 holidays plus official closure during winter break;
- Based in Brussels.

Application procedure

Please complete the [online application form](#) by midnight of 23 February 2020. Only applications filling in the application form online will be considered.

Do you have questions? Address them to employment@ifoam-eu.org

*Please have a **look at the questions we will ask you in the application form** to prepare your answers before filling in the online form:*

1. Last Name
2. First Name
3. Current living country
4. Email address
5. Phone number
6. Nationality
7. Date of Birth
8. Where did you see the vacancy?
9. Educations and qualification: Please provide details of the different degree you obtained in chronological order: Degree - Name of the degree - Year of graduation - Institute
10. Employment record: Please give details of your professional experience relevant to this position - Employer's Name - Job title with main tasks - The start and end date of these positions - Reason for leaving
11. Why are you applying to IFOAM EU and why are you applying for this position?
12. Please elaborate about your experience in sponsorship management using concrete examples
13. Please elaborate about your experience in membership management using concrete examples
14. Provide a specific example of a situation in which you coached a team member to more strategic thinking
15. Highlight one of the biggest achievements in the professional life using a concrete example
16. Evaluate your English abilities [using the Common European Framework of Reference for Languages](#)
17. What is your mother tongue?
18. Which other language do you speak and what is your level? Please use the Common European Framework of Reference for Languages
19. Do you wish to offer any additional information which is relevant to your application, including interests and hobbies?
20. What is your salary expectation?
21. What is your current or last salary?
22. If we offer you this position, when could you start?
23. If we offer you this position, how long could you stay?