



STAVROS  
NIARCHOS  
FOUNDATION  
CULTURAL  
CENTER

ΚΕΝΤΡΟ  
ΠΟΛΙΤΙΣΜΟΥ  
ΙΔΡΥΜΑ  
ΣΤΑΥΡΟΣ  
ΝΙΑΡΧΟΣ

## Sponsorship Partnerships Manager

Designed by the architectural firm Renzo Piano Building Workshop, the Stavros Niarchos Foundation Cultural Center (SNFCC) is a sustainable, world-class cultural, educational and recreational urban complex that includes the new building facilities of the National Library of Greece and the Greek National Opera, alongside with the Stavros Niarchos Park. It was constructed through a grant from the Stavros Niarchos Foundation and was transferred to the Greek State in February 2017.

SNFCC Single Member S.A. is a public benefit organization, responsible for the maintenance, operation, and management of the Stavros Niarchos Foundation Cultural Center and the Stavros Niarchos Park, while at the same time, developing its own cultural, educational and sports programming, open to all and free of charge, thanks to an exclusive grant from the Stavros Niarchos Foundation.

SNFCC Single Member S.A. is an employer that provides equal opportunities, through prohibiting discrimination against employees or candidate employees regarding their race, skin color, religion, nationality, ethnic origin, gender, age, disability, marital status, sexual orientation or any other category protected by the law. SNFCC Single Member S.A. ensures that all candidates will be treated equally with accordance to their qualifications and the conditions laid down by the law.

The Development Department is responsible for securing revenue and obtaining funding to support the organization's actions and overall operation. SNFCC is seeking a candidate to fill the position of **Sponsorship Partnerships Manager**, reporting to the Development Director. The **ideal candidate** will be responsible for attracting, designing, and implementing sponsorship partnerships as well as maintaining and further developing existing partnerships to achieve the annual sponsorship revenue target.

### Key Duties and Responsibilities

- Contribute to the planning of the sponsorship strategy and related objectives.
- Implement the plan for attracting, finalizing, and implementing sponsorship partnerships, according to the SNFCC's vision and specifications.
- Understand in depth and draw maximum value from the Organization's sponsorship assets, including events and services, in close cooperation with the other SNFCC Departments.

- Identify, nurture, and maintain a portfolio of potential sponsorship relationships (with both companies and agencies representing them).
  - Maintain and update relevant databases as well as a library of presentation materials for the Organization’s main sponsorship assets.
  - Capitalize on opportunities to develop relationships by participating in events both inside and outside the SNFCC.
  - Organize meetings to inform prospective sponsors of partnership opportunities.
- Prepare proposals for sponsorship partnerships by identifying areas of convergence/synergy between the strategic priorities of current, former, or potential sponsors and the Organization’s sponsorship assets; explore and document prospects and curate specially designed partnership packages, in cooperation with the competent Departments; negotiate, with the aim of concluding an agreement.
- Collaborate with the Marketing & Communications Department to identify opportunities to showcase sponsors and to implement partnerships, based on the relevant agreement.
- Collaborate with the Legal Department to draft contracts in accordance with the terms agreed and monitor compliance, including payments.
- Prepare regular reports and presentations on the progress and prospects of sponsorship partnerships.
- Prepare and update policies related to sponsorship partnerships.
- Monitor trends in corporate sponsorship, especially with respect to public-benefit organizations, and identify opportunities to incorporate these trends where required.
- Propose, contribute to, and monitor the development of the information systems required.

### **Requirements**

- University degree in Communication, Public Relations, Marketing, Business Administration, Economics, or related field
- Postgraduate degree
- Proven experience of at least 3 years in similar managerial post (business/corporate sponsorship, customer relationship development, client engagement, B2B sales, corporate communication, public relations)
- Experience in project management involving multiple stakeholders
- Familiarity with budgeting and revenue tracking
- Excellent report writing and presentation skills using software tools
- Experience in CRM and database management
- Excellent command of the Greek and English languages, both written and spoken
- Excellent command of MS Office, particularly PowerPoint and Excel

### **Soft and Hard Skills**

- Strategic thinking
- Ability to prioritize, organize, manage, and monitor multiple projects

- Problem-solving skills
- Analytical and synthetic thinking
- Team-oriented, collaborative disposition
- Strong negotiation and communication skills
- Creative and innovative thinking
- Interest in the Arts and Culture sector

**Application Process**

- The submission deadline is February 22, 2024, 16:59 EEST
- Candidates must submit their resume and a brief letter of interest [HERE](#).
- All applications will initially be assessed by an independent human resources consulting firm. Interviews with shortlisted candidates will follow. All candidates will be notified in writing of the recruitment process completion.
- All SNFCC facilities and offices are fully accessible to Persons with Disabilities