

Partnerships Manager (Freelance)

Description:

The Partnerships Manager supports the Executive Director, Board and secretariat with a focus on team-building and internal communications systems, evaluation and monitoring of awarded Regions of Gastronomy as well as securing funding via grants and sponsorships agreements. We are looking for someone with linguistic skills and an attention to detail as they will also support the team in editing tasks. Most of the work can be carried out remotely.

Key Responsibilities:

- Identify and secure public funding opportunities to support IGCAT's core activities including, Joint Projects, FLAG (Fund for Lesser-Economically Developed Regions).
- Prepare grant proposals and manage applications in alignment with organizational priorities.
- Cultivate relationships with private companies to secure sponsorship for flagship IGCAT events, including: Top Websites for Foodie Travelers Award; International Food Film Menu Competition; European Young Chef Award; IberoAmerican Young Chef Award; World Food Gift Challenge, World Gastronomy Summit
- Facilitate Memoranda of Understanding (MOUs) with possible sponsors.
- Support the Executive Director/President to develop the World Gastronomy Summit concept and programme.
- Prepare contracts for staff, student interns, and external service providers.
- Provide ongoing orientation and support to staff and interns to ensure smooth integration into IGCAT's systems and philosophy.
- Oversee the organization and maintenance of Dropbox and Google Drive to ensure efficient access to documents and resources.
- Follow-up and analyse evaluation and monitoring materials from the awarded regions and convey results to the Communications Manager, IGCAT board and sponsors.
- Follow-up regions best practises and ensure the Dropbox is kept up to date.
- Produce an Annual Report, coordinating contributions from all the staff.
- Update the Contact Lists and ensure all communications go to the right people.
- Contribute to and or lead on applications for funding (as agreed by IGCAT President)
- Copy-editing will be a major part of the job and so attention to textual detail is necessary.

Qualifications:

- MA or equivalent with a minimum of 4 years of cross-sectoral experience.
- Proven expertise in sponsorship acquisition, public grant development, and strategic project management.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills in English, French, Catalan and Spanish (additional languages are a plus).

As a freelancer it is expected that you will need to be able to invoice with a registered tax number and be responsible for your own tax and social security payments. You will also be expected to have access to your own portable computer and mobile phone for work purposes.

Available budget: €24,000 annually (averaging roughly 2,000€ per month inclusive of tax)

Starting date: immediate start!

Interested persons should send a cover letter and CV to info@iqcat.org by 29 January.

Shortlisted candidates will be interviewed 30 January 2025.