

CALL FOR APPLICATIONS - EMA MANAGEMENT BOARD

Position: Director of Partnership Development Unit

Duration: 2 year commitment

Application Deadline: 22 May 2021

Start Date: 01 July 2021

Location: Remote with potential travel opportunities

Type of Position: Voluntary

Director of Partnership Development Unit

EMA is looking forward to appointing the Director of the Partnership Development Unit who will manage EMA's internal and external partners to ensure long term financial and organisational sustainability through the development of relationships and activities that benefit EMA membership, its partners and the society.

The Unit aims to secure the long-term financial sustainability of EMA without compromising its core values. It is also focused on increasing EMA's international visibility and building a strong and resilient brand name in the corporate world. Concentrating on building relationships with external stakeholders (EMJMD consortia, students, businesses, and non-governmental organizations). Due to EMA's transformation into a legal entity, this Unit is critical for the Association's short term and long-term sustainability.

Learn more about EMA's Units [here](#).

Candidate Profile:

Required

- Experience in an account/stakeholder management or similar role;
- Demonstrated ability to identify opportunities for partnerships and outstanding negotiation skills;
- Possess capability to build and maintain professional relationship with your potential partners;
- Proven team management experience and leadership skills;
- Strong computer skills, especially with Google Suite and other online communication tools (e.g. Slack, Asana, or other project management tools);.

Preferred

- Experience in NGO management and community relations is a plus;
- Good existing network in EU and non-EU countries;
- Able to learn quickly and have an innovative mindset;
- Able to work with a diverse group of people and across time zones and coordinate work with a geographically distributed team;
- Good in managing mailboxes and promptly responding to emails and other communications.

Responsibilities:

- Aid in securing long-term financial sustainability and strategic partnership for EMA;
- Seek, manage and establish mutually beneficial relationships with external partners;
- Guarantee the continuous high quality management and development of partnership, in line with EMA's vision and mission;
- Communicate with other leaders of the Management Board in relation to acquiring partners;
- Help develop creative opportunities for raising the profile of the organisation;
- Lead the reporting on the status of existing and new partnerships;
- Lead the approval and vetting process of partnership proposals with the Management Board;
- Identify best practices and incorporating new ideas for partnership building;
- To collaborate with other internal EMA Units to accomplish the aforementioned aims.

For detailed objectives and functions of the Partnership Development Unit, refer to [EMA's Internal Regulations](#), clause 2.

Potential Benefit

The position is on a volunteer basis, and you will be able to:

- Gain international multidisciplinary experience in non-profit organization management;
- Develop a strategic mindset and leadership skills;
- Develop a profound understanding of EU Higher education and political landscape;
- Contribute towards addressing societal challenges and be a positive influencer;
- An inclusive and friendly work environment;

- Access to a unique network and other services;
- Occasionally, sponsored international travel when required for meetings or events, such as the EMA General Assembly, ESAA Capacity Building Training, seminar, and so on.

Application Requirements:

- Proof of approval as an Ordinary member from the community portal;
- CV / Resume stating only relevant experience for the position;
- Motivation letter (max 200 words);
- Presentation deck (max 5 slides, About, Motivation, Plan for 2 year);
- Video/Audio pitch (maximum 1,5 mins):
 - What do you plan to contribute to EMA and the Management Board?
 - How do you want to lead your Unit?
 - What is your leadership style - what type of leader are you?
- 2 Recommendation letters containing contact details (email and phone number).

An "Ordinary" Member can apply as a candidate for the Management Board and vote in the elections during the General Assembly, in the manner as prescribed in the Internal Regulations.

Submit your application [here!](#)