

Sydney Writers' Festival

Role Title: Partnerships Manager
Reports to: Head of Development
Salary: \$90k per annum
Terms: Fixed period contract, September 2025–September 2026 with possibility of extension

Sydney Writers' Festival encourages applications from all backgrounds, communities, and industries, and are committed to having a team that is made up of diverse skills, experiences, and abilities.

About Sydney Writers' Festival

Sydney Writers' Festival is one of the world's leading and most beloved literary institutions. It is a place for readers, writers and thinkers to share ideas, tell stories and celebrate literature.

Since our first Festival in 1997, we have brought thousands of diverse writers and thinkers from Australia and around the globe together in Sydney. In the company of the world's best novelists, poets, journalists, public intellectuals, economists, politicians, podcasters and scientists, we've discussed some of the most pressing issues of our times. We've celebrated prize-winning authors, long-awaited novels from writers at the height of their careers and introduced debut authors to eager and enthusiastic new audiences.

Readers and writers have exchanged thoughts and opinions, perspectives and philosophies, creating a powerful community based on radical dialogue and respectful debate. The drumbeat of questioning that thrums underneath the Festival is powerful and enlivens Australia's democratic tradition.

About this role

We are seeking an experienced Partnerships Manager to join our Development Team. At Sydney Writers' Festival, approximately 35% of our revenue comes from private giving, philanthropy and corporate support, making the cultivation of philanthropic and corporate relationships essential for our continued success.

As the Partnerships Manager, you'll be at the forefront of developing and nurturing both new and existing partnerships to support our organisation's priorities. Your role will involve building professional relationships to secure sponsorship support, ensuring the seamless delivery of benefits and effective stewardship of funding relationships.

Our ideal candidate is someone tertiary qualified, with at least five years' experience in areas of sponsorships or business development with proven relationship management skills and the ability to secure and manage business opportunities.

The Partnerships Manager is a member of the core year-round Festival staff, working closely with the Head of Development and the Partnerships and Philanthropy Coordinator to secure and increase financial support for the Festival and its expanded year-round program of events.

Responsibilities

The key responsibilities for this role include:

- Manage Sydney Writers' Festival's portfolio of sponsors and partners (corporate, cultural and media).
- Grow partnership portfolio with multiyear sponsorships that deliver genuine financial and/or in-kind benefits for Sydney Writers' Festival and its programs.
- Day-to-day management of relationships between the Festival and partners assisted by Partnerships and Philanthropy Coordinator
- Nurture existing partnerships to deliver the best outcomes for all parties.
- Manage potential corporate relationship leads into valued partnerships.
- Proactively source new opportunities with Corporate Partners.
- Negotiate and structure partnership agreements.
- Manage the development and production of appropriate communications materials to support this function.
- Grow the workplace giving opportunities within existing partners and through new partners and channels.
- Support the delivery of the strategy and annual goals.

Essential requirements:

- A minimum of five years' experience in areas of sponsorships or business development with proven relationship management skills and the ability to secure and manage business opportunities.
- Proven experience in the operational delivery of partnership management including partnership negotiation, delivery to contractual obligations, developing creative leverage campaigns and reporting outcomes to ensure retention and growth
- Experienced with developing strategies and activity plans and in maintaining budgets and delivering organisational outcomes.
- Strong database management and administrative skills, with preference for experience using Tessitura.
- A skilled communicator across written, verbal, and digital platforms.
- Proactive and positive attitude with exceptional organisational skills.
- Highly developed interpersonal skills with a proven ability to inspire others and build influential relationships.
- Strong understanding of or passion for customer service

Candidate characteristics

- Demonstrated ability to nurture strong, professional relationships both internally and externally
- Collaborates with others to achieve better outcomes on both fundraising specific projects or wider organisational priorities
- Can demonstrate a passion and knowledge of books, writing, ideas and the arts
- Can proactively spot opportunities and act upon them where they benefit the team and the organisation

How to apply

Applications should be addressed to Lauren Dixon, Head of Development, and be sent to jobs@swf.org.au. Applications close **5pm on Monday 28 July**.

Candidates are encouraged to apply early as applications will be assessed as they are received, and the role may be filled before the closing date.

Candidates who do not perfectly meet all the selection criteria but still feel they will be competitive are encouraged to apply.

Applications must include:

- A current resume
- Covering letter (no more than two pages), including an outline of your interest in the role, addressing how your experience prepares you for the responsibilities required and how you align with the selection criteria.
- Two (2) references that includes a current manager/supervisor. Please note: Referees will be contacted after prior consultation with the candidate.
- Interviews will take place in August.