About YPFP:

Young Professionals in Foreign Policy (YPFP) is dedicated to nurturing the next generation of foreign policy leaders. We empower our members with the knowledge, skills, exposure, and relationships needed to address critical global challenges throughout their careers. YPFP is a dynamic, global, nonpartisan, nonprofit organization with a worldwide network of over 10,000 selected members working across all fields of international affairs. Established in 2004, our headquarters is located in Washington, DC, with branches in Brussels, London, Tokyo, Toronto, and New York.

Job Title: Partnership Officer, Membership & Benefits

YPFP Brussels is actively seeking a dynamic, creative, and passionate Partnership Officer. In this pivotal role, you will be at the forefront of propelling our organization's growth and elevating member satisfaction. Your responsibilities encompass a rich tapestry of activities, including the art of identifying, nurturing, and stewarding relationships with prospective partners, sponsors, and benefactors. Moreover, you will play a vital role in curating an array of benefits for YPFP Brussels members. Collaboration is at the heart of this role, as you'll closely collaborate with diverse teams to enrich the holistic member experience, making membership in our organization truly invaluable.

Key Responsibilities:

- Identification and Outreach:
  - Identify potential partners, sponsors, and benefactors that align with the organization's values and goals.
- Proposal Development:
  - Create persuasive partnership and sponsorship proposals tailored to the needs and interests of potential partners. Clearly articulate the benefits and value of collaboration.
- Perk Identification:
  - Identify and research potential perks, benefits, or discounts that would be attractive and valuable to members. Consider partnerships with relevant companies or organizations.
- Relationship Building:
  - Cultivate strong and lasting relationships with partners, sponsors, and benefactors, ensuring their ongoing engagement and support.
Eligibility Criteria:

- Strong interpersonal and relationship-building skills.
- Demonstrated success in building and managing partnerships, including securing significant partnerships or sponsorships.
- Commitment of 5-10 hours per week.
- Required to respond to emails within 48h.
- Proficiency in written and spoken English.
- Residency in Brussels, Belgium.

The position is unpaid and part-time. You are not required to be a member to apply, but you must become a member to be accepted for the position. To apply, please send a cover letter and your CV to Lena Eisenreich (lena.eisenreich@ypfp.org).

Deadline for Application: 15 October 2023, EOB

Note: This job description is intended to provide an overview of the responsibilities of the position and is subject to change as the mentoring program evolves.