

**SCOPE OF SERVICES**  
**Partnership Fulfillment Manager**  
**Miami Film Festival**

*The **Partnership Fulfillment Manager** reports to the **Director of Partnerships** to expand, recruit, engage and service partnerships with corporate sponsors; foundation, media, and community partners. Services include, but are not limited to, the following, under the guidance of and in collaboration with Director:*

- Ensure contract fulfillment is met for all sponsors, partners, and media agreements; ensure the delivery of agreed sponsor benefits within set deadlines.
  - Deliveries include appropriate sponsor recognition, social media, newsletter, logo placement, ticket orders/requests, activation set-up, signage, and additional items as needed per contract.
  - Maintain up-to-date social media and newsletter calendar for partner inclusions. Communicate with appropriate department leads to ensure placement and scheduling.
  - Maintain Brand Fulfillment Checklist as new contracts are executed.
  - Prepare reports for Sponsors with proof of deliverables mentioned above (event photographs, screenshots, engagement reports, etc.)
- Secure in-kind sponsors for VIP Festival Gift Bags.
- Maintain proper organization and filing of sponsor related documents, contracts, logos, boiler plates, brand, deliverables, and records in internal database
- Support to renew agreements and solicit new partners (including sponsors, media partners, and community partners).
- Serve as a liaison between various Stakeholders (sponsors, partners, MDC departments, etc.) and Department.
- Support in preparing sponsorship/collaboration proposals for brands and organizations
- Serve as point of contact for in-person events/activations
  - Coordinate logistics with other Departments
  - Logistics to include: appropriate signage, sponsor materials, personnel on site, and capturing deliverables
  - Trouble shoot any issues or concerns
- Work with Communications Department to ensure media partnerships are fulfilled and final reports are received, and all media values are tracked.
- Perform other duties as assigned