

INTRODUCTION

[The StoryBoard Collective](#) is a philanthropic organization founded in 2020 and based in Geneva, Switzerland. Its mission is to play a role in major contemporary issues through storytelling by amplifying the impact of stories. StoryBoard supports independent, investigative, and transformative stories to be screened and shared in order to shift behavior and catalyze action.

The Series Lab Partnership Manager will oversee the [AuthenticA](#) and Indigenous Series Lab partnerships and ensure the smooth management of the Lab's activities in Geneva and beyond. This role requires strong partnership management, organizational and fundraising coordination skills, and an understanding of how creative and philanthropic ecosystems intersect.

ROLE DESCRIPTION

1/ Program & Partnership Management : 50%

- Coordinate with Lab partners ([The Realness Institute](#), [imagineNATIVE](#), and others) to ensure clear alignment on goals, deliverables, and communications
- Manage the Geneva leg of the Series Lab: strategic decisions for events, planning, operations, logistics, travel, and hospitality in collaboration with the Communications & Community Manager
- Monitor and maintain partner agreements, reporting timelines, budget and deliverables.
- Nurture and develop relationships with partner organizations, funders, and alumni to ensure long-term engagement
- Nurture and develop relationships with industry professionals (festival managers, producers, platforms, etc...)
- Support the development and systematization of tools for partner communication and program coordination

2/ Fundraising & Development Support : 30%

- Work closely with the Executive Director on funder updates related to the Labs, including preparation of proposals, decks and evaluation reports
- Work closely with the Communications & Community Manager to ensure that communication and hospitality strategies reflect SBC's fundraising objectives while maintaining coherence with the organization's brand and identity
- Assist with the identification of co-funding or sponsorship opportunities related to the Labs
- Contribute to pipeline tracking and documentation (CRM updates, follow-ups, reporting)

3/ Internal Coordination : 20%

- Maintain records, budgets, and systems for efficient program tracking and reporting
- Ensure proper internal communication flow about Series Lab for StoryBoard's team
- Contribute to SBC's strategic planning and reflection on impact storytelling initiatives
- As part of a small and collaborative team, coordinate with the Communications & Community Manager on event planning, brainstorming, and execution

QUALIFICATIONS AND EXPERTISE

- Aligned with StoryBoard's mission and values
- Mandatory Fluency in French & English; any other language is an asset
- Strong interpersonal skills and emotional intelligence
- Community building and event curation experience, with an understanding of how convenings and shared experiences support program engagement
- Strong and genuine interest in cultural and/or media space as well as in underrepresented voices, with lived experience or sensitivity to cross-cultural context and representation
- Strong project management and partnership management skills
- Proven ability to handle multiple priorities with structure and autonomy
- Capacity to work independently in a small structure
- Solid organizational and problem-solving skills
- Capacity to prepare and customize presentations and reports
- Proficiency with G-Suite, CRM tools, and digital platforms
- Willingness to travel occasionally (South Africa, Canada, France, other places...)

PROFILE

- Bachelor's degree minimum (required) : Cultural Management, Communications, International Relations; or related fields
- Minimum 2 years of relevant experience in partnerships, project development, or program management
- We are committed to creating an inclusive environment and encourage candidates from diverse backgrounds to apply

APPLICATION REQUIREMENTS

- [To apply fill in this form \(resume required\)](#)
- Only applications through this form will be considered

CONTRACTUAL DETAILS

- Start date: January 2026
- Based in Geneva, Switzerland
- Full-time (100%) position working over 4 days (office closed on Fridays)