



### Senior Manager of Special Projects and Partnerships

**Title:** Senior Manager of Special Projects and Partnerships  
**Contract:** Service Provision  
**Location:** Hybrid (São Paulo, Brazil)  
**Reports to:** CEO, SIGA LATIN AMERICA  
**Compensation:** Commensurate with role and experience  
**Application Deadline:** June 25, 2025

#### About SIGA:

The **Sport Integrity Global Alliance (SIGA)** is the world's leading organization dedicated to Sport Integrity. We are shaping a new landscape for the sports industry by offering a global, independent evaluation and certification to ensure that sport is governed and operated according to the highest standards of integrity: the **SIGA Universal Standards on Sport Integrity**.

Funded by its Members, SIGA is a global, independent, non-profit organization with a single goal: to ensure that the sports industry is governed by the highest standards of integrity, protecting the core values of sport. As such, the principles and values of SIGA, as well as the conduct of its team, members, and supporters, must reflect the highest possible standards of integrity, transparency, and good governance.

SIGA is the only organization that brings together sport, governments, academia, international organizations, sponsors, companies, rights holders, NGOs, and professional service providers from all world regions around a common cause: promoting greater integrity in sport.

SIGA's headquarters are located in Geneva, Switzerland, with the following continental subsidiaries: **SIGA AMERICA**, **SIGA ASIA**, **SIGA EUROPE**, and **SIGA LATIN AMERICA**.

#### The Role:

SIGA LATIN AMERICA is seeking to recruit a talented professional for the position of **Senior Manager of Special Projects and Partnerships**. This role will predominantly support SIGA LATIN AMERICA but may occasionally collaborate with other continental subsidiaries and the global SIGA structure.

The selected candidate will be responsible for designing and implementing innovative and dynamic projects, working both autonomously and collaboratively. Therefore, proactivity, productivity, and a proven ability to work independently and as part of a team are highly valued. The role includes managing activities related to the **SIGAWomen Project in Latin America**. Other responsibilities include participating in event organization and the implementation of continental, national, and regional initiatives, as well as supporting the development and execution of strategies aimed at expanding SIGA's global impact and growth.

#### Equitable Recruitment Process:

SIGA is an employer that promotes diversity and inclusion in the workplace. We prohibit any form of discrimination or harassment based on race, color, sex, religion, sexual orientation, nationality,



disability, genetic information, pregnancy, or any other characteristic, and we expect the same from all our collaborators.

In alignment with these guiding principles and aware of our role in promoting gender equity, this selection process is **exclusive to women**. We value diversity and encourage women of all backgrounds, colors, abilities, and identities to apply — especially Black women, women with disabilities, LGBTQIA+ individuals, and other groups that represent diverse perspectives and experiences.

### **Specific Responsibilities:**

Under the direction and supervision of the CEO of SIGA LATIN AMERICA:

- Support the CEO and leadership of SIGA LATIN AMERICA in fulfilling strategic responsibilities and objectives.
- Design, propose, develop, and implement projects, services, and initiatives aligned with SIGA LATIN AMERICA's mission and vision.
- Establish and maintain partnerships with key stakeholders in sport, including committed members and supporters.
- Develop activities related to the SIGAWomen project and manage the **Women's Sports Leadership Mentorship Program** in Latin America, ensuring support for mentors and mentees and contributing to the program's expansion and impact in the region.
- Identify, cultivate, and secure sponsorship and partnership opportunities for SIGA LATIN AMERICA and SIGAWomen initiatives, projects, and events in the region.
- Organize SIGAWomen leadership events in Latin America and actively contribute to other SIGA leadership initiatives.
- Propose, plan, and develop new events and initiatives to promote SIGA's sports reform agenda.
- Represent SIGA LATIN AMERICA at events and meetings related to sport integrity, gender equity, diversity, and inclusion.
- Manage the **Permanent Committee of SIGA LATIN AMERICA on Gender, Race, Inclusion, and Diversity**, in coordination with its co-chairpersons.
- Perform other responsibilities as delegated and assigned by the CEO of SIGA LATIN AMERICA.

### **Role Requirements:**

- Fluency in Portuguese and Spanish, with proficiency in English (written and spoken).
- Proven experience in executive-level positions, preferably in the sports industry.
- Strong understanding and awareness of gender equity and women's leadership in sport.



- Established network and excellent stakeholder relationship skills.
- High-level organizational and project management capabilities.
- Experience in planning, organizing, and managing events.
- Ability to work collaboratively and develop strategic partnerships.
- Availability and willingness to travel as required.
- Ability to work remotely, both independently and as part of a team.
- Proven experience in marketing and commercial areas.

**Additional (Non-Mandatory) Skills:**

- Prior experience with mentorship programs or women's leadership initiatives.
- Understanding of the structure and operations of non-profit organizations.

**Application Submission:**

Please send your resume and motivation letter via email with the subject line "**Application: Senior Manager, SIGA LATIN AMERICA**" by **June 25, 2025** to:

✉ [comms@sigasport.com](mailto:comms@sigasport.com)

Applications must be submitted in English.