



Partnerships Manager

Nest is a New York City based 501(c)3 nonprofit committed to furthering global workforce inclusivity, gender equity, and cultural preservation through responsible development of the global craft sector. Nest is reimagining the future of work and advocating for the interests of overlooked artisan and maker entrepreneurs and small businesses to advance gender equity and deepen economic inclusion for women and vulnerable populations in the United States and around the world. Through a comprehensive suite of programs, Nest supports over 1,500 micro and small businesses as they develop their operations to access meaningful market opportunities and achieve long-term success.

This role sits within Nest's Partnerships Team which is responsible for raising the organization's annual revenues of over \$4M. This team of 7 oversees the organization's engagement with its active Board members and advisors, as well as brand and corporate partners, and institutional and individual donors. We are seeking a full-time Partnerships Manager to support Nest's Partnerships Team by providing project management and administrative support for our philanthropic and brand engagement initiatives. Ideal candidates will be highly organized, creative problem-solvers with the ability to thrive in a fast-paced, entrepreneurial environment. The candidate will bring exceptional attention to detail, strong written, verbal, and interpersonal communication skills, be able to manage multiple projects and priorities, work well in a team, and continuously seek to contribute to the efficiency and effectiveness of the organization.

Major Responsibilities:

- Serve as project manager and support role for various initiatives across Nest's Partnerships Team
- Plan and execute events and meetings for the partnerships team (virtual gatherings for donors and partners, onsite events when possible)
 - Duties include but are not limited to: scheduling, list generation, invitation creation, RSVP tracking, virtual/onsite logistics oversight and management
- Execute digital outreach campaigns and campaign calendars across the team including working in Salesforce to generate lists and reports, drafting content, and overseeing relevant follow-up and tracking
- Manage corporate and philanthropic procurement processes including drafting and executing pledge forms, partner agreements and contracts, invoicing, and tracking status and opportunities in Salesforce
- Update and draft pitches and proposals for new partnership opportunities
- Research and identify new strategic funding partners across all portfolios (brand and corporate partners, institutions, and individuals)
- Manage donor acknowledgment and donation data-entry processes in Salesforce
- Manage, maintain, and optimize utilization of Nest's Salesforce CRM system for collecting key insights into campaign cultivation and partnership engagement approaches across portfolios
 - Assist brand partnerships team with contract deliverables for large partners such as managing project timelines and deliverables and and sharing materials and due dates with relevant partners
 - Supporting other community-building needs such as purchasing and sending gifts for partners and brainstorming other partner engagement ideas

Experience & Qualifications

- Bachelor's Degree required
- Minimum of 2 years of experience in project management role
- Exceptional research skills and attention to detail
- Strong working knowledge of computer programs including Microsoft Office (Word, Excel, PowerPoint) and CRM software (such as Salesforce)
- Highly comfortable with data entry and technology platforms
- Ability to use independent judgement and produce quality deliverables within tight time constraints
- Ability to implement systems and follow-up processes
- Comfortable managing and reconciling project budgets
- Demonstrated commitment to diversity, equity, and inclusion through personal or professional activities

Salary and Benefits

Nest offers competitive salaries determined using nonprofit salary rate guides published annually in major US cities. The salary will ultimately be determined based on the previous experience and geographic location of the selected candidate within the range of \$55,000-\$75,000.

Additionally, Nest provides an annual contribution of 10% of your salary directly into a SEP IRA retirement account on your behalf, with no matching required. For full time employees, Nest provides full medical insurance coverage (medical, dental, vision) and covers 50% of dependents. One vacation day is accrued each month (annual total of 12 days) plus an additional 20 pre-set PTO days are given which include holidays and a one week winter break at the end of December through New Year's Day. All travel costs, when required, will be covered by Nest.

Instructions for Applying

A resume is not required for this position. Instead, please email julia@buildanest.org with your interest in applying for the position and we will send instructions for completing your application. The subject line should include your name and the position title.