



Partner Relations Manager

Nest is a 501(c)3 nonprofit committed to supporting the responsible growth and creative engagement of the artisan and maker economy to build a world of greater gender equity and economic inclusion. Through programs that support the wellbeing of artisans both in the United States and globally, Nest is bringing radical transparency and opportunity to the informal handworker economy. 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 full-time role sits within Nest's Partnerships Team which is responsible for raising the organization's annual revenues of over \$5M. This team of 7 oversees the organization's engagement with its active Board members and advisors, as well as institutional and individual donors, and brand and corporate partners. We are seeking a full-time Partner Relations Manager to support business development and relationship management related to the expansion of partnerships within Nest's [Ethical Handcraft Program](#).

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, the ability to manage multiple projects and priorities, work well in a team, and continuously seek to contribute to the efficiency and effectiveness of the organization. We are particularly interested in candidates who have experience or knowledge of supply chain transparency efforts and, in particular, have a passion for supporting workers and their communities.

The job responsibilities include supporting the growth and development of the Ethical Handcraft portfolio, working directly with the Director of Corporate Relations to:

- **Business Development for new brand and corporate partner prospects**
 - Conduct prospect research and prospect cultivation and outreach
 - Support development of compelling pitch materials
 - Share overview and pitch material with prospects
 - Arrange and prepare the team for new pitch meetings
 - Execute follow-up strategy for prospects (such as: sharing additional material, creating materials where needed, tracking progress and goals in Salesforce)
 - Support organization-wide strategies related to expanding partnerships for Nest's Ethical Handcraft Program
- **Support onboarding and project implementation for new, large multi-service partners**
 - Maintain accuracy of and update onboarding materials for all partners including: contract, NDA, invoice, timeline, and FAQs
 - Track cross-team progress via project management tools
 - Schedule and assist with preparation for milestone check-ins with partners

- **Lead smaller-scale Ethical Handcraft partnerships**
 - Oversee regular milestone check-ins with brand/client
 - Share onboarding materials (contract, invoice, timeline, FAQs), reports, and supply chain updates
 - Manage budgets and allocation for partnership and conceive of opportunities for partnership expansion
- **Contribute to Inclusive Work Initiative Activities**
 - Lead logistics for quarterly [Nest Coalition](#) virtual meetings (invitations, RSVP, support with slide creation)
 - Support execution of quarterly [Open Access tool launches](#) (content approval, design, website coordination, reporting on user engagement)
 - Co-lead content creation for Nest Craft Coalition newsletter (with Brand Partnerships Manager)
 - Co-lead website updates and impact report listings of current partners (with Brand Partnerships Manager)

Experience & Qualifications

- Minimum of 5 years of experience in client relationship management role
- Exceptional research skills and attention to detail
- Excellent customer service and communication skills
- 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 judgment and produce quality deliverables within tight time constraints
- Ability to implement systems and follow-up processes
- Comfort managing and reconciling project budgets
- Demonstrated commitment to diversity, equity, and inclusion through personal or professional activities

Salary & Benefits

Nest is a fully remote operation and 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 \$65,000 to \$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. Employees must be eligible to work in the United States.

Instructions for Applying

A resume is not required at this stage of the hiring process. Instead, please email julia@buildanest.org indicating 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.