



Job Title: Research and Writing Lead (approx. 8 years experience)

Reporting to: Director of Marketing and Communications

Based in: NYC, DC, Canada, London, Brussels

Please email resume, cover letter, and a 500-750 non-academic writing sample to careers@tent.org. If your background is a fit, someone from our organization will reach out to you to set up a time to talk.

About the Tent Partnership for Refugees:

The Tent Partnership for Refugees mobilizes the global business community to improve the lives and livelihoods of more than 30 million refugees who have been forcibly displaced from their home countries. Founded by Chobani's founder and CEO Hamdi Ulukaya in 2016 (one of the fastest-growing food companies in the U.S.), we are a network of over 220 major companies – including Amazon, Pfizer, FedEx, H&M, Airbnb, and many more – committed to including refugees. Tent believes that companies can most sustainably support refugees by leveraging their core business operations – by engaging refugees as potential employees, entrepreneurs and consumers. To find out more about our work, go to www.tent.org.

About the role:

Tent is looking to recruit a smart, proactive, and hard-working Research & Content Creation Lead with a keen eye for detail, to lead on the creation of our best practice resources for Tent member companies and to oversee the commissioning and development of [our research products](#).

This role will report to the Director of Marketing & Communications and will be responsible for creating a suite of best practice materials for companies to help them integrate refugees (PowerPoint presentations, two-pagers, training videos); commissioning, overseeing, and editing Tent's research (working with external partners); and working on a number of discrete projects to improve the way Tent collects and disseminates best practices and resources among our members.

This position would suit someone with a background in journalism, writing for business, policy/government, or research; it is not suited to someone interested in pursuing academic research.

Key Responsibilities:

Best Practice Resources Production (50%)

- Take the lead in drafting/producing various best practice resources (two-page case studies, training PPT presentations, videos etc.) to help companies implement their refugee initiatives
- On occasion, oversee external experts, partners, and writers to produce high quality best practice resources to train the companies in our network to better execute their refugee initiatives

Tent's Research Program (50%)

- Working with the Director of Marketing & Communications and Executive Director, set the strategy for Tent's research program and scope new projects to advance it
- Commission research that furthers Tent's mission by working with external research partners and consultancies, ensuring all research output is of an outstanding quality, both in terms of content and design

- Copy-edit all Tent's research produced by external partners and oversee translation in other languages
- Working with the Partnerships team and the Communications team, devise plans for launching Tent's research targeting Tent's key audiences (major businesses)
- Oversee the research/best practices budget

Mandatory skills/experience:

- Bachelor's degree required (Master's preferred)
- Must be a Native English speaker/writer
- Second-to-none writing (especially for a corporate audience)
- Incredible copy-editing / sub-editing skills
- The ability to turn complex technical information into easily digestible, compelling copy; and the ability to develop a tight argument
- Strong, proven project management skills
- An understanding of how to manipulate data and interpret it, as well as how to present it visually
- The ability to think analytically and get under the skin of complex issues
- Fantastic PowerPoint skills and the ability to convey information visually
- A keen eye for detail / a grammar pedant

Desired skills/experience:

- Familiarity with business issues (e.g. diversity and inclusion, employee engagement, etc.)
- Some knowledge of policy issues affecting refugees globally is helpful, but not essential
- Confident presentation skills, and the ability to moderate/participate in in-person and online discussions/panels to represent Tent
- Spoken and written fluency in other languages (Spanish, French, Italian, German and Portuguese) highly desirable

Desired qualities

- A willingness to roll up your sleeves
- A hard worker willing to go above and beyond to deliver high-quality work
- An entrepreneurial self-starter, able to work independently
- An innovative thinker, with a track record of translating thinking into action plans and output
- Intellectually curious, with a thirst for learning
- Buzzing with creative ideas and enthusiasm
- Ability to make decisions in a changing environment and comfortable operating in gray areas
- Excellent critical and analytical skills
- A positive, energetic, can-do attitude

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Tent is an equal opportunity employer. Tent will not discriminate against any applicant for employment on any basis including, but not limited to: race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, marital status, predisposing genetic characteristics and genetic information, or any other classification protected by federal, state and local laws.