

**Job Title:** Partnerships Manager, Netherlands (6 yrs + experience; Dutch fluency and ability to work in English mandatory)

**Reporting:** Country Director, Netherlands

**Based in:** Anywhere in the Netherlands (remote)

***Please email your CV and a short cover letter to [careers@tent.org](mailto:careers@tent.org) as quickly as possible as applications will be reviewed on a rolling basis. If your background is a fit, we will be in touch.***

### **About the Tent Partnership for Refugees:**

With more and more refugees displaced around the world, businesses have a critical role to play in helping refugees integrate economically in their new communities. Tent was launched in 2016 by Hamdi Ulukaya, the CEO and founder of Chobani – a multibillion dollar food company in the U.S. – to mobilize global businesses to fill this gap. Today, Tent is a network of over 350 major companies committed to helping hundreds of thousands of refugees access local labor markets by helping them become job-ready and connecting them to work. Find out more at [www.tent.org](http://www.tent.org).

### **About the role:**

Tent continues to expand its work across Europe to mobilize major companies to hire, train, and mentor refugees. We are looking for a highly motivated, operational, and analytical professional with outstanding relationship building and communications skills to join our expanding team in the Netherlands. The Partnerships Manager, Netherlands, will play an important role in recruiting new companies to join Tent and working with existing member companies on their refugee projects -- especially to hire, train and mentor refugees across the country; as well in helping to raise the profile and brand of Tent in the Netherlands. The key responsibilities will revolve around persuading companies, especially HR, CSR, and DEI leaders/teams, about the compelling business case for hiring refugees. The Manager will gain an in-depth understanding of the diverse hiring needs of numerous companies, forge strategic connections between these companies and NGOs throughout the country, and actively participate in the hands-on execution of projects. The Manager will also support other organizational tasks. We welcome candidates with prior experience working on refugee issues, but this experience is not required for the role.

### **Key Responsibilities:**

#### **Relationship management & Partnerships building**

- Support the Country Director in building new, as well as maintaining existing, relationships with companies, in a broad range of company support and research activities:
  - Work with the Country Director to pitch new companies to join Tent
  - Take on relationship management of some existing Tent members
  - Create materials for company calls, coordinate follow-up and related communications
  - Conduct research on companies targeted for Tent membership or initiatives
  - Expand Tent's NGO and other implementing partners' network in the Netherlands, including government agencies/departments and municipalities

- Develop and conduct trainings for companies on a range of topics related to refugee inclusion
- Support in adapting Tent resources and materials for the Dutch landscape that provide guidance to companies on refugee hiring
- Represent Tent at company and NGO events
- Salesforce data entry

### **Events**

- Organize and execute a range of in-person Tent events, including workshops, conferences, and CEO-level dinners. This includes end-to-end project management, identifying and managing venues, identifying and securing speakers, agenda support, sending invites, tracking registration and attendance, overseeing collateral production, preparing briefing materials, and supporting the Country Director on liaising/managing key partners
- Organize and execute virtual Tent events, such as webinars. This includes responsibilities listed above and all related virtual event needs
- Track costs, ensure activities are on budget and on time, manage vendors, and process invoices

### **Mentorship**

- Encourage, pitch and support more companies in the Netherlands to join Tent's mentorship program
- Expand refugee mentee recruitment by forging relationships with refugee-facing NGOs, diaspora groups, and other organizations
- Provide operational support, including matching mentors and mentees, helping to address queries from program participants and participating NGOs, maintaining internal data on the mentorship program

### **Communications**

- Help to localize communications materials and activities (e.g. press releases, other marketing materials) to the Dutch market
- Copy edit and proof written content such as reports, press releases, social media copy, and marketing materials in the Netherlands
- Support with local market media and news monitoring

### **Essential Skills & Experience:**

- Bachelor's degree required
- Minimum of 6 years of experience working with multinational companies, ideally in partnerships, human resources, corporate social responsibility, diversity and inclusion and/or social impact projects
- Dutch fluency and ability to work in English mandatory
- Excellent written and verbal communication skills, including strong presentation skills
- Excellent planning, prioritization and organizational skills.

- Ability to keep track of and juggle multiple priorities and to meet deadlines with accuracy and attention to detail
- Strong, proven project management skills with the ability to manage multiple activities and stakeholders in a fast-paced environment
- Experience in the private sector to understand the demands and considerations facing private sector HR, CSR, and DEI teams

**Preferred:**

- Event management experience

**Desired Qualities:**

- Highly organized, with the willingness and ability to help design and organize key strategic events and initiatives
- Ability to work independently in a fast-paced environment and manage shifting priorities
- Comfort in a fast-paced role and mission-driven environment
- Openness to feedback
- A willingness to roll up your sleeves and tackle new challenges
- A positive, energetic, and collaborative mindset
- A quick learner and able to get up to speed quickly on new topics
- An innovative thinker, with a track record of translating thinking into action plans and output
- Ability to make decisions in a changing environment and comfortable operating in gray areas
- A willingness to travel (up to 15% of the time)

**To apply:**

Please email your CV and cover letter to [careers@tent.org](mailto:careers@tent.org). If your background is a fit, we will be in touch. We encourage you to apply early as applications will be reviewed on a rolling basis.

Even if your experience is not a 100% match, we encourage you to apply. What we've listed are guidelines, not hard and fast rules. Tent will consider people from a variety of backgrounds and career experiences. We specifically encourage those with lived experience as a refugee to join our team.

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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. We are dedicated to ensuring that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.*