

**Job title:** Specialist, Partnerships

**Reports to:** Director, Partnerships

**Division:** Innovation, Strategy & Learning

**Based in:** Remotely based, with strong preference for someone based in Spain

**To apply, please send your resume and cover letter to [careers@tent.org](mailto:careers@tent.org). If your background aligns with our needs, a member of our team will be in touch.**

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

With more and more refugees displaced for longer periods of time, 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 United States – to mobilize global businesses to fill this gap by helping connect refugees to work. Today, Tent is a network of over 400 major companies committed to hiring, training, and mentoring refugees. Find out more at [www.tent.org](http://www.tent.org).

### **About the role:**

Tent is seeking a Partnerships Specialist to join the Global Partnerships team and work closely with the Director of Partnerships. This role is ideal for strategic thinkers who enjoy building internal systems, setting strategy, optimizing processes for efficiency and impact scalability across a global organization. The Partnerships Specialist will help strengthen Tent's support to country teams across 10+ markets and global network of corporate partners by improving internal processes, developing strategic guidance, and supporting planning, collaboration, and knowledge-sharing across the organization.

This role offers a unique opportunity to work at the intersection of organizational strategy, program operations, and partner engagement in a fast-growing and mission-driven organization.

### **Key responsibilities:**

#### Operational Support and Process Optimization

- Provides day-to-day support to country teams by responding to operational questions, retrieving documents and resources, and serving as a go-to point of contact for internal coordination needs among country staff.
- Work with the Partnerships Director to identify cross-cutting needs across Tent's country teams, and design internal solutions to improve organizational impact and efficiency, including through developing standard operating procedures, new processes, and templates.
- Manage internal knowledge management by organizing and updating internal tools, trackers, and other shared resources.
- Support the maintenance of Tent's CRM (currently migrating from Salesforce to HubSpot), and integration with other platforms and databases used across functions.

#### Strategy and Governance

- Support the development and implementation of policies and strategic frameworks that optimize Tent's impact, and ensure alignment across geographies and functions with Tent's evolving approach to refugee support.

- Help develop and share internal guidance and positioning on emerging opportunities for company support of refugees, beyond traditional director employment channels.

#### Internal Capacity and Learning

- Help with strengthening Tent's internal staff development through creating and/or updating onboarding materials, internal training resources, and cross-country learning exchanges.
- Assist with feedback collection and knowledge sharing across teams to support staff training and improve alignment with Tent's strategic goals.

#### Strategic Planning and Goal-Setting

- Support the organization's global and country-level goal-setting processes by compiling KPIs across teams, supporting structured planning, and annual reporting.
- Use internal data to help assess performance against strategic goals and surface insights to inform leadership decision-making.

#### Stakeholder Engagement and Collaboration

- Serve as the primary liaison for Tent's global engagement with UN partners, such as UNHCR and IOM, as well as with other strategic actors, as needed.
- Help provide strategic guidance on collaboration with other external actors, including governments and implementing partners.

#### **Essential skills & experience:**

- Bachelor's degree required
- At least 4 years of relevant work experience in strategy, operations, and partnerships roles
- Complete fluency in English (speaking and writing)
- Excellent organizational and project management skills
- Confident presentation skills to convey information visually and persuasively
- Strong writing abilities; excels at translating complex ideas into clear messages
- Strong communication and interpersonal skills to build relationships with a variety of stakeholders
- Proven ability to manage up and to manage expectations among senior members of the team
- Ability to think analytically and work effectively through challenges as they arise
- Attention to detail and commitment to accuracy
- Willingness to work in a fully remote position

#### **Preferred skills & experience:**

- Experience developing internal operational policies, playbooks, or process documentation is highly desirable.
- Understanding corporate environments is a plus (e.g., market research, human resources, employee engagement, diversity and inclusion, etc.).
- Experience configuring / managing customer relationship management (CRM) systems (e.g., Salesforce, HubSpot, or similar) is a plus.
- Proficiency with MS Word, MS Excel, Google Workspace, and/or Sharepoint is a plus.
- Familiarity with refugee, migration, or labor market issues is a plus.
- Familiarity working / collaborating with UN agencies or global NGOs is a plus.

**Desired qualities:**

- Be open to work in a young, developing, and evolving organisation with a start-up mentality
- A commitment to professional growth and openness to feedback
- A hard worker willing to go above and beyond to deliver high-quality work
- A positive, energetic, and collaborative mindset
- A quick learner and able to get up to speed quickly on new topics
- Ability to work in a fast-paced environment and manage shifting priorities

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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.*