



Job title: Manager, Partnerships, Netherlands

Reports to: Director, Tent Nederland

Based in: Amsterdam metropolitan area (remote)

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

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 U.S. – to mobilise the world's largest employers to help refugees access local labour markets. Tent Nederland, the national coalition of the Tent Partnership for Refugees, is a network of almost 50 major companies that are committed to hiring refugees across the country and helping them become job-ready. In addition to the Netherlands, Tent operates in a dozen countries across the Americas and Europe. Find out more at www.tent.org.

About the role:

Tent is looking for a highly motivated, operational, and analytical professional with outstanding relationship building, project management and organisational skills to join our expanding team in the Netherlands. This role will work closely with existing member companies in Tent Nederland to help them hire refugees in the country. This individual will gain a deep understanding of the diverse refugee hiring needs of dozens of major companies; build strategic connections between these companies and refugee facing organisations; and actively drive the hands-on execution of refugee hiring projects.

The Partnerships Manager, Netherlands, will also play an important role in recruiting new companies to join Tent Nederland, as well as securing member companies and candidates to participate in Tent's mentorship program for refugee women. The Manager will 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 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 Director to pitch new companies to join Tent Nederland
 - 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 hiring and 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

Work with companies on refugee hiring programmes

- Take on relationship management of select existing Tent Nederland member companies to steward their refugee hiring efforts and deepen their engagement with Tent Nederland
- Advise companies on the most appropriate structure, locations, and processes to set up successful refugee hiring programmes, encouraging them to start or scale efforts
- Facilitate effective routes to source, recruit, and onboard refugee candidates
- Build strong relationships with and collaborate with refugee-facing organisations (our 'implementing partners') to enable the delivery of hiring programmes with Tent member companies
- Advise companies on how to overcome challenges in their refugee hiring efforts, drawing on Tent's expertise and best practices
- Support information gathering and best practice identification in a range of refugee hiring programmes
- Check-in on company progress and ensure Tent information trackers are up-to-date
- Facilitate Working Group calls for our member companies
- Develop and conduct select trainings for companies on a range of topics related to refugee hiring and inclusion

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 to the Programs Specialist Mentorships, that could include support in matching mentors and mentees, helping to address queries from program participants and participating NGOs, maintaining internal data on the mentorship program

Events

- Organize and execute virtual Tent events, such as working group calls.
- Organize and execute a range of in-person Tent events, including workshops, job events, conferences, and CEO-level dinners.
- Track costs, ensure activities are on budget and on time, manage vendors, and process invoices

Essential skills/experience:

- Bachelor's degree required
- Minimum of 6 years of experience working with multinational companies, ideally in talent acquisition, 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 skills/experience:

- Knowledge of policy issues affecting refugees in the Netherlands is helpful, but not essential
- Experience with public affairs

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
- Comfortable in a relatively small, ambitious, and growing organization (with the opportunities and challenges that come with that)
- 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 areasA willingness to roll up 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
- Openness to feedback
- A willingness to travel (up to 10% of the time)



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.