

Job title: Manager, Partnerships, Mexico

Reports to: Deputy Director, Mexico

Based in: Mexico City (hybrid)

About Tent Partnership for Refugees:

With more and more refugees displaced around the world for longer periods of time, businesses play a critical role in helping refugees integrate economically in their new communities. The Tent Partnership for Refugees was launched in 2016 by Hamdi Ulukaya, the CEO and founder of Chobani – a multibillion dollar food company in the U.S. – to mobilize leading businesses to help connect refugees to work. Today, Tent is a global network of over 500 major companies committed to hiring, training, and mentoring refugees. Find out more at www.tent.org.

About the role:

As Tent continues to expand its initiatives in the Americas to mobilize companies to hire and integrate refugees, we are looking for a highly motivated, operational, and analytical professional to support our Deputy Director in Mexico. The Partnerships Manager for Tent Mexico will play an important role in helping to shape the team's strategy by expanding and deepening Tent's civil society network, managing relationships with NGOs, international organizations, government agencies, and embassies, and supporting research and policy work. On a day-to-day basis, this role reports to the Deputy Director and provides support to the Country Director on an as-needed basis.

This Manager will develop an in-depth understanding of the civil society and institutional landscape relevant to refugee and migrant integration in Mexico, forge strategic connections between NGOs and Tent's network of member companies, and actively participate in the hands-on execution of projects. The Manager will be an integral member of the Americas Partnerships Team and contribute to the team's overall strategy and direction.

Key responsibilities:

- Support the Deputy Director with research, policy analysis, and tailored materials in preparation for meetings with NGOs, government agencies, international organizations, embassies, and other local stakeholders.
- Lead efforts to manage and expand Tent Mexico's network of civil society partners, including local and international NGOs, in order to support the implementation of refugee employment projects.
- Manage and maintain relationships with key civil society partners and institutional stakeholders, particularly those who have formalized their collaboration with Tent through agreements or Memoranda of Understanding (MoUs); this includes tracking the progress of referrals and hires, monitoring visibility and results commitments, and coordinating payments to partners based on agreed performance metrics.
- Help the Deputy Director liaise with and manage relationships with government agencies, international organizations (including UNHCR and IOM), and embassies relevant to Tent's work in Mexico.

- Provide Tent member companies in Mexico with a range of hand-on support, including sharing Tent resources and connecting them to local implementing partners.
- Engage with Tent member companies to explain NGO capacities, refugee profiles, and civil society dynamics, helping to facilitate effective partnerships between the private sector and civil society.
- Support the Deputy Director in Mexico ahead of working groups calls and training for Tent members to discuss best practices for hiring refugees at the local level.
- Support the Deputy Director with other organizational tasks, such as Salesforce data entry.

Essential skills/experience:

- Bachelor's degree required.
- Minimum of 5 years of experience working with NGOs and/or international organizations, ideally in the areas of refugee and migrant integration, human rights, social impact, or related fields.
- Demonstrated experience managing relationships with civil society organizations, government agencies, and/or international institutions.
- Excellent written and spoken fluency in Spanish; strong ability to work in English (C1 language level at a minimum, with very good comprehension and strong writing and speaking skills).
- Strong, proven project management skills with the ability to manage multiple activities and stakeholders in a fast-paced environment.
- Effective relationship management skills with external and internal stakeholders.
- Ability to keep track of and juggle multiple priorities and to meet deadlines with accuracy and attention to detail.
- Ability to work in a fast-paced environment and manage shifting priorities.
- A quick learner and able to get up to speed quickly on new topics.
- Excellent organizational and project management skills.
- Commitment to professional growth and openness to feedback.

Preferred skills/experience:

- Experience working on refugee and/or migration issues in Mexico.
- Prior experience working with or within international organizations such as UNHCR, IOM, IRC, or similar institutions focused on migration and refugee protection.
- Experience working with shelters or NGOs with direct, on-the-ground contact with migrants and refugees.
- Experience in government, particularly in migration policy, labor, or economic development.
- Experience fostering collaboration between civil society organizations and the private sector.
- Familiarity with the institutional landscape of international organizations, embassies, and government agencies working on human mobility in Mexico.
- Understanding of the private sector's role in social impact and refugee integration, a plus.

Desired qualities:

- Willingness to roll up your sleeves and tackle new challenges.
 - A hard worker willing to go above and beyond to deliver high-quality work.
 - A self-starter, able to work independently; comfortable operating in gray areas.
 - A positive, energetic, and collaborative mindset.
 - Strong interpersonal skills and comfort engaging directly with migrants and refugees with empathy and cultural sensitivity.
 - Ability to communicate effectively with and present to corporate audiences and private sector stakeholders.
 - A collaborative team player who thrives in a multi-stakeholder environment.
 - Comfort in a fast-paced role and mission-driven environment.
 - Openness to occasional travel to support Tent's ventures in Mexico and abroad (up to 15% of the time).
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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.