

Job title: U.S. Partnerships Manager (12 month, fixed-term)

Reports to: Director, Tent US

Based in: NYC

Work setting: Hybrid

Employment type: Temporary / Fixed-term, one-year

The salary range for this role is between \$95,000 - \$103,000.

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

About Tent Partnership for Refugees:

With a growing number of 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. In 2024, Tent was selected for the [TIME100 Most Influential Companies](#) list.

About the role:

Tent is looking for a highly motivated, operational, and analytical professional with outstanding written and spoken communication, relationship-building, and organizational skills to join our U.S. team as U.S. Partnerships Manager. This is a temporary, fixed-term role for one year.

The U.S. Partnerships Manager will help strengthen Tent's work with companies across the United States, helping Tent member companies design and implement refugee projects. This role will work closely with major employers to encourage and support concrete action to hire, train, and mentor refugees. The U.S. Partnerships Manager will also help companies connect with local civil society partners, share best practices, and move from commitment to implementation.

Key responsibilities:

- Provide Tent member companies with hands-on support to design and launch refugee projects, including connecting them to local civil society partners and advising them on best practices for refugee integration as part of their talent recruitment and/or corporate social responsibility efforts
- Manage ongoing relationships with Tent member companies and NGO partners across the country.
- Arrange and lead virtual and in-person webinars and calls for Tent member companies to discuss and learn best practices for hiring and retaining refugees

- Send regular communications to Tent U.S. member companies about a range of topics, including legal and policy developments, as well as concrete opportunities to support refugees
- Coordinate Tent's refugee mentorship program, including recruiting mentors and mentees and provide implementation support.
- Contribute to data collection and analysis related to Tent's work in the United States.
- Support the Tent U.S. team on other organizational tasks, such as Hubspot data entry

What we are looking for:

Tent Culture:

*At Tent, every team member is guided by five core principles — **DOERS** — that define not just what we do, but how we do it. These principles are the behavioural foundation of our team, and we look for them in everyone who joins us.*

- **Dedicated to Our Mission** — You are genuinely invested in refugee economic integration. You take ownership of your work and go beyond your role when the mission requires it.
- **Obsessed with Impact** — You act with urgency and tenacity, and take personal accountability for results. You don't stop at effort — you care about what actually gets done.
- **Excellent in Execution** — You operate at the highest standards in everything you do. You bring precision and follow-through to your work and hold yourself to a bar that goes beyond what is required.
- **Relentless at Improving** — You proactively identify better ways of working and don't wait to be told to iterate. You are open to feedback and actively seek it.
- **Stronger through Collaboration** — You thrive in team environments, communicate openly, and build trust with colleagues and external partners alike.

Essential Skills / Experience:

- Bachelor's degree required
- Minimum of 5 years of experience working with multinational companies, ideally in human resources, corporate social responsibility, diversity and inclusion, and/or social impact projects and partnerships
- Excellent written and verbal communication skills, including strong presentation skills
- Ability to keep track of and juggle multiple priorities and to meet deadlines with accuracy and attention to detail
- A solid understanding of corporate issues and a track record of making the case to companies to take action on corporate social responsibility (CSR), social impact, HR or diversity & inclusion issues (does not need to be refugee issues)
- 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
- Ability to work in a fast-paced environment and manage shifting priorities

Preferred Skills / Experience:



- Experience in private sector human resources to understand the demands and considerations facing private sector HR, CSR, and DEI teams
- Experience working with U.S. refugee resettlement agencies or other organizations that work with refugees
- Experience working on U.S. public policy or government issues

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.