Job title: Senior Manager, Strategic Initiatives
Reports to: VP, Innovation, Learning & Strategy
Based in: New York City
Work setting: Hybrid - 3 days in the NYC office

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.

The compensation range for this role is between **$174,818 - $180.988**. This range is inclusive of a performance-based bonus, which is based on both team and individual performance, and is paid out annually. Our salary ranges are determined by location, work experience, and the role.

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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 mobilise 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 seeking a highly analytical, strategic, resourceful, and execution-oriented Manager, Strategic Initiatives to work closely with the VP, Innovation, Learning & Strategy (ILS) and the CEO on some of the organization's highest-priority strategic and operational initiatives.

This is a dynamic, high-impact role at the intersection of strategy, business operations, and execution. The Manager will support executive-level decision-making, drive cross-functional projects, and help translate organizational priorities into concrete plans and measurable results.

Working closely with the VP of ILS and teams across the organization, this individual will play an important role in advancing strategic priorities, strengthening organizational processes, and ensuring effective execution across multiple workstreams.

The role requires someone who can move seamlessly between strategic thinking and hands-on problem-solving with an obsession and laser focus on impact. One day might involve preparing materials for a board discussion or analyzing organizational performance; another could focus on coordinating a high-priority initiative, developing a business case, or building a practical framework to improve how teams operate.

The ideal candidate combines strong analytical and structured problem-solving skills with exceptional execution capabilities. They are proactive, adaptable, comfortable navigating ambiguity, and energized by fast-paced, entrepreneurial environments where priorities evolve and no two days look the same.

This is an exciting opportunity for someone with a foundation in strategy consulting, business operations at start ups, or a high-growth organization who wants to work closely with senior leadership and contribute directly to Tent's global mission.

Key responsibilities:

Strategic Planning & Executive Support

- Work closely with the VP, Innovation, Learning & Strategy and the CEO to translate high-level strategic priorities into actionable plans, deliverables, and measurable outcomes.
- Support the preparation of executive-level and board-facing materials, including strategic presentations, briefing notes, analyses, and recommendations.
- Conduct structured research and quantitative and qualitative analysis to inform strategic decisions, evaluate opportunities, and assess potential solutions.
- Help prepare for and follow up on key leadership discussions, ensuring clear priorities, ownership, and next steps.
- Proactively identify challenges, opportunities, and areas requiring leadership attention, developing practical recommendations when needed.

Special Projects & Cross-Functional Execution

- Drive and coordinate high-priority special projects from initial scoping through implementation, ensuring clear objectives, timelines, deliverables, and accountability.
- Manage multiple cross-functional workstreams, collaborating with internal teams and stakeholders to maintain alignment and momentum.
- Break down complex or ambiguous challenges into structured workplans and actionable solutions.
- Support the operationalization of new strategic initiatives, including the coordination of pilots, testing of new approaches, and implementation of emerging priorities.
- Conduct business analysis, benchmarking, and opportunity assessments to support the development and execution of special projects.
- Identify potential risks, bottlenecks, and dependencies, proactively working with stakeholders to resolve issues and keep projects on track.
- Track progress against project milestones and objectives, providing clear and concise updates to relevant stakeholders.

Business Operations & Organizational Effectiveness

- Support the development and implementation of processes, tools, and operating frameworks that strengthen organizational efficiency and effectiveness.
- Analyze operational performance and organizational data to identify trends, gaps, and opportunities for improvement.

- Help establish and maintain systems for tracking priorities, performance indicators, and strategic deliverables.
- Develop dashboards, reports, presentations, and other materials that provide leadership with actionable insights into organizational performance.
- Identify opportunities to improve workflows, streamline processes, and strengthen collaboration across teams.
- Contribute to broader operational and strategic priorities across the Innovation, Learning & Strategy team as organizational needs evolve.

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 or equivalent relevant professional experience.
- Approximately 5 years of relevant professional experience in strategy consulting, business operations, strategic projects, or similar roles in dynamic, fast-paced environments.
- Strong analytical and structured problem-solving skills, with the ability to break down complex challenges, identify key issues, and develop actionable recommendations.
- Demonstrated ability to translate strategic priorities into concrete plans and deliver results through hands-on execution.
- Excellent project management and organizational skills, with the ability to manage multiple workstreams, competing priorities, stakeholders, and tight deadlines.
- Strong business judgment, intellectual curiosity, and the ability to make sound decisions with imperfect or incomplete information.
- Excellent written and verbal communication skills, including the ability to synthesize complex information into clear, concise, and compelling presentations for senior audiences.
- Strong proficiency in Excel, PowerPoint, and other business productivity tools, with the ability to conduct quantitative analysis and communicate findings effectively.
- Highly proactive, resourceful, and self-directed, with the ability to take ownership of projects and move work forward with limited supervision.

- Ability to thrive in fast-paced, entrepreneurial environments, demonstrating flexibility, adaptability, and a strong sense of urgency.
- Strong interpersonal and stakeholder management skills, with the ability to collaborate effectively across functions, cultures, and levels of seniority.
- Exceptional attention to detail, sound judgment, and discretion when handling sensitive or confidential information.
- Strong commitment to Tent's mission and an interest in creating meaningful, measurable social impact.

Preferred Skills / Experience

- Experience in management or strategy consulting, ideally complemented by experience in a startup, scale-up, or entrepreneurial organization.
- Experience in business operations, strategic planning, or special projects roles involving direct collaboration with senior leadership.
- Familiarity with organizational planning, OKR frameworks, performance management, and business reporting.
- Experience developing executive-level presentations, strategic recommendations, business cases, or board-facing materials.
- Exposure to designing, launching, or coordinating cross-functional initiatives in rapidly evolving organizations.
- Familiarity with AI tools, automation, or technology-enabled approaches to improving organizational productivity and effectiveness.
- Experience working in international or multicultural environments.
- Interest in refugee economic integration, workforce development, or mission-driven organizations.

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.