EXECUTIVE SUMMARY

Common Impact has built the leading model for corporate skills-based volunteering, connecting talented professionals from global companies to high-potential nonprofits. As corporate engagement and investment in social challenges deepens, Common Impact is evolving to meet the new demands of the field. In 2020, Common Impact embarked on a three-year strategic plan to significantly increase the scope of its impact through targeted partnerships, the development of new SBV models and the identification of critical social sector projects where corporate talent can play a transformational role.

The Manager, Partnerships will be responsible for managing the baseline business development operations driving this expansion, including lead generation, pipeline management, drafting initial proposals and related materials, ensuring that our materials and processes stay up to date as we move through various campaigns, responding to opportunities and laying the foundation for future growth. Working in close partnership with Common Impact’s Senior Director, Partnerships and its marketing team, the Manager will be a key member of an inter-dependent team. Together, we’ll drive implementation of a thought leadership and business development plan designed to expand the presence and revenue base of our corporate SBV programs.

This position offers an exceptional opportunity for an emerging leader with a strong aptitude for and interest in building and managing business development systems and processes, a proactive and creative approach to problem solving and an uncompromising relationship with details and organization. The successful candidate will have a proven record of successfully tracking a wide range of simultaneous revenue-generating projects; will understand how to engage and activate individuals with widely varying backgrounds, experiences and goals; and will bring levity and fun to a team of hard-working, ambitious nonprofit professionals.
**KEY RESPONSIBILITIES**

- **Pipeline development and management**: Common Impact’s current strategic plan includes aggressive growth targets, driven by both the growth of our partnerships with current clients and the onboarding of new clients in new industries. Our goal for expansion is to increase nonprofit access to corporate talent across a wide variety of skill sets. The Manager, Partnerships will operationalize and support execution of the business development plan, and in partnership with the Senior Director, design and refine future business development plans.
  - **Building new corporate relationships across all CI service lines**: You will support new relationship development at every phase, from generating leads “at the top of the funnel,” to crafting pitches and developing proposals, to helping close deals.
  - **Renewing and evolving current partnerships**: Common Impact’s growth starts by maintaining and expanding our current relationships. Working with Common Impact’s program team, you will support our efforts to steward and grow the Common Impact’s current corporate partner roster, which typically includes 15-20 Fortune 500 companies.

- **Business development systems and processes**: Common Impact has strong business development, CRM and technology systems in place. We need a knowledgeable and driven process wrangler to ensure we make efficient use of these assets to capture and drive value, help streamline workflows and inform strategic choices about future process and technology investments as we scale into new industries and cities.

- **Enhancing the organizational culture at Common Impact**: At Common Impact, we strongly believe that the spirit in which we do our work is as important as the work itself. We pride ourselves on excellence, innovation, fostering collaboration between groups that might not otherwise interact and a willingness to have fun with our work. A successful candidate for this position will also hold these values and be excited about the mission of Common Impact.

---

**W** www.commonimpact.org

**E** info@commonimpact.org

**P** 646.493.9977
CORE SKILLS REQUIRED FOR THIS POSITION

- **Experience developing new strategic partnerships.** The candidate for this position should have experience leading new and current corporate partnership development, including conducting research to identify corporate prospects, building forecasts to quantify Common Impact’s business pipeline and leading the preparation for pitch meetings.

- **Experience building and using relevant systems and technology.** The successful candidate will manage and support the biz dev function in a growing and fast-moving entrepreneurial environment. Common Impact uses Salesforce as its core business development and CRM platform. The successful candidate will be technically proficient and creative in the application and innovation of this and other systems to drive progress, track results and inform data-driven strategic choices.

- **A visible excitement for Common Impact’s mission.** The Manager, Partnerships must have a clear articulation, connection and passion for the mission and work of the organization.

- **An exceptional communicator, both orally and in writing.** Candidates must enjoy and excel at public speaking.

- **2-3 years of professional experience,** ideally across social sector and private firms, and a demonstrated commitment to working with diverse communities.

HOW TO APPLY

Common Impact is an equal opportunity employer committed to building a diverse community and strongly encourages people of color to apply.

This is a full-time salaried, non-exempt position reporting to the Senior Director, Partnerships. Flexible location is available for the right candidate.

To apply for this position, please submit your resume, cover letter, and salary requirements to jobs@commonimpact.org, with “Manager, Partnerships – Last Name, First Name” in the subject line.

Visit www.commonimpact.org or contact info@commonimpact.org, or call 646.493.9977.
subject line (for example, Manager, Partnerships – Doe, Jane). Applications will be considered on a rolling basis.

Your cover letter should address the following questions:

- Please describe a time that you’ve converted a non-believer to take action on a cause or mission that you were “selling.” What did you do to change that person’s perspective? How did you “make the ask?”
- Please describe what is compelling to you about Common Impact’s model, and what value you imagine it brings to its corporate and nonprofit clients.
- A cornerstone of the Common Impact model is that we deliberately seek collaboration between groups that might not otherwise interact. Please describe one experience that you have had working with people whose backgrounds were dissimilar from your own, how this experience was challenging for you, what role you played to mitigate differences, and what you learned about interacting with others as a result.
- What are the skills that you hope to develop in this position?

Compensation and Benefits

The salary range for this position is $45,000 - $60,000 annually and commensurate with experience. Common Impact offers competitive benefits, including 3 weeks of vacation, 10 holidays, 12 sick days and the final week of the year off, a 401k plan and 2% match, paid parental leave, and medical and dental coverage.

ABOUT COMMON IMPACT

Common Impact is a nationally-recognized nonprofit that works to build a society in which individuals and businesses invest their unique talents towards a shared purpose: strengthening the local communities in which we live and work. We connect corporate employees to nonprofit organizations with proven models to tackle the greatest challenges our communities face.

We break down barriers that exist between sectors and industries to create meaningful partnerships.

W www.commonimpact.org
E info@commonimpact.org
P 646.493.9977
between companies, social sector organizations and the people that drive them. The common purpose of these connections: to deliver real value to each partner through innovations in community engagement and ultimately to address deeply rooted and complex social challenges.

With a deep understanding of both mission-focused and business goals, Common Impact enables growing nonprofits to achieve even greater results in our communities, while simultaneously engaging corporate employees in dynamic and challenging opportunities that develop their skills and unlock successful, purpose-driven careers.

Founded in 2000, Common Impact has partners with Fortune 500 companies and the country’s leading nonprofit organizations to create this transformational change. Learn more about our services, our impact, the companies we work with and our nonprofit partners.

W www.commonimpact.org
E info@commonimpact.org
P 646.493.9977