



Title: Partnership Development Manager, Refugee Resettlement & CBOs

Dept: Partnerships

Reports to: National Partnerships Director

FLSA Status: Exempt

Location: Preference for UpGlo National Office in NY, DC, Chi & SF- Remote

About the Organization

Over the years, Upwardly Global has supported thousands of immigrant and refugee professionals in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized coaching program and holistic approach to integrating skilled immigrants into the US job market. Upwardly Global is a data-driven, innovative organization with a bold vision and a fearless spirit. It operates out of four major US markets and provides remote services to several parts of the country. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

About Upwardly Global's Partnerships Initiative

Upwardly Global's Partnerships team aims to extend our coaching products and services to the broader ecosystem of immigrant and refugee serving agencies, equipping the field to address the unique workforce development and inclusion barriers that internationally trained professionals face better. We provide UpGlo e-learning, coaching support, re/upskilling, mentorship, and technical assistance to providers in the public workforce, community college, and refugee resettlement systems.

Position Overview

This role offers the opportunity for an enthusiastic "doer" to contribute to the success of Upwardly Global's strategic scale initiative, Jobversity. The Partnership Development Manager will identify, cultivate, and secure new partnerships within the refugee resettlement and immigrant-serving nonprofit ecosystem while supporting partnership development within adjacent ecosystems, including workforce development organizations and community colleges/education organizations. This individual will lead the cultivation of potential partners and support delivering Upwardly Global's effective solutions to meet their needs. This position would interface directly with key stakeholders and leaders in the refugee resettlement ecosystem and be responsible for meeting partnership goals and building strategies and processes to support the team's long-term goals. The ideal candidate for this position has experience working within or directly partnering with immigrant-serving nonprofits, especially within refugee resettlement, and possesses a deep understanding of the refugee resettlement and nonprofit ecosystem. This position is for someone who excels at internal/external relationship management and partnership development. In addition, this person should possess excellent communication and people skills, the ability to work independently, and a passion for



supporting immigrant and refugee inclusion.

Essential Duties & Responsibilities

- Responsible for developing new partners and growing existing partners for Upwardly Global's Jobversity initiative, focusing on organizations in the refugee resettlement and immigrant-serving nonprofit.
- In partnership with the National Partnerships Director and other internal advisors, continue to improve the partnership development strategy, geographic targets, and mapping of prospective partners.
- Develop and maintain a deep understanding of trends in the refugee resettlement vertical while building Upwardly Global's presence; share learnings on better partnering with and serving refugee resettlement and immigrant-serving nonprofits.
- Work with the National Partnerships Director to strategically grow the Partnerships team, with the potential to supervise junior roles.
- Work collectively with supporting teams to achieve the acquisition of new partnerships. • Establish and cultivate relationships with senior decision-makers in the refugee resettlement and immigrant-serving nonprofit ecosystem and other strategic intermediaries.
- Manage relevant aspects of the partnership process, including responses to information requests and forecasts, providing demos of our services, prospect research/presentations, proposals, negotiation, and contracting.
- Maintain critical business opportunity and partner interaction information in UpGlo's CRM system (Salesforce.com) and project management tool (Asana), including forecasts, partner data, partnership activities, and outcomes. Work closely with cross-functional teams to ensure alignment on partnership development processes.
- Participate in opportunity generation activities, including outbound calls, networking events, conferences, presentations, webinars, and support marketing with asset development. • Collaborate with finance, operations, and development teams to structure, negotiate, and execute partner proposals and contracts that conform to Upwardly Global standards.
- Collaborate, communicate, and be a collaborator while taking ownership of the opportunities you lead.
- Achieve and exceed quarterly and annual partnership targets.
- Function as a strategic thought partner to the National Partnerships Director on successfully developing and implementing Upwardly Global's partnership model.



- Liaison with the Partnerships team Account Managers and Senior Program Managers to ensure partner satisfaction and incorporate feedback and learnings.
- Cross-functional and departmental collaboration on implementation of the Partnerships team strategy.
- Escalate opportunities and challenges to the National Partnerships Director.
- Ensure a positive and collaborative work environment for the team.
- Function as a thoughtful steward of the cultural values we strive for as a team and organization.

Knowledge and Skills Required

- 5+ years of experience in partnership development of service-oriented solutions to organizational leaders.
- Experience working within or partnering directly with refugee resettlement and immigrant-serving nonprofits.
- Understanding workforce development programs and immigrant inclusion programs is highly preferred.
- Proven track record of success in identifying and securing partnerships with refugee resettlement and immigrant-serving nonprofits.
- Experience leading a team and demonstrating people management skills is highly preferred.
- Strong and demonstrated project management skills required. The ability to manage multiple priorities and deadlines effectively and efficiently is mandatory.
- Strong skills in both internal and external relationship management and customer experience.
- Highly adaptable and confident self-starter who can work independently and as a team.
- Strong accountability and process/detail orientation.
- Elevated level of comfort and familiarity with Salesforce strongly preferred; experience with LMS platforms also preferred.
- Excellent communication and people skills.
- Strong organizational and time management skills.
- Experience in developing, presenting, and negotiating proposals.
- Passion for working with nonprofit organizations and supporting their mission and goals.



- Understanding and passion for DEIB (Diversity, Equity, Inclusion and Belonging).

Work Environment/Physical Requirements

- Must have reliable transportation, depending on the region.
- Occasional domestic travel required.

Salary Range

- **Central Region:** \$80,000 - USD 90,000 per year
- **Western/Eastern Region:** \$88,000 - USD 98,000 per year

The base pay represents the low and high end for this position. Actual wages will vary depending on location, experience, and other factors. The range listed is just one component of Upwardly Global's total employee compensation package.

Benefits

Benefits include Paid Time Off, hybrid or remote work arrangements, Medical/Dental/Vision, Short-Term Disability, Life Insurance, and a Retirement Plan with employer match.

Upwardly Global is deeply committed to building a workplace where inclusion is valued and prioritized. We're proud to be an equal opportunity employer seeking to create a welcoming and diverse environment.

Interested candidates should apply by clicking [HERE](#) and submitting a resume and cover letter.