

Job Title: Partner Engagement Manager

Location: Brentwood, TN / Hybrid (Mon/Tues/Thurs In-Office, Wed/Fri Remote)

Type: Full-Time

About Us:

Rock The Street, Wall Street (RTSWS) is a 501(c)(3) non-profit making a big impact. We are dedicated to bringing the M in STEM to diverse high school girls with a focus on Financial & Investment fundamentals. We provide industry access and guidance to our Students & Alumnae from classrooms to careers, fostering inclusivity in the Capital Markets. To achieve this, we rely on the generosity and support of our donors and collaborators. We are looking for a dedicated and enthusiastic Partner Engagement Manager to join our team and contribute to our fundraising efforts.

Role Overview:

The Partner Engagement Manager will focus on outreach and engagement with potential and existing donors through phone calls, emails, and Zoom meetings. This role requires a proactive and detail-oriented individual with strong interpersonal skills and a passion for our mission. The ideal candidate will have experience in fundraising and donor relations, and will be capable of building and maintaining meaningful relationships with supporters.

Key Responsibilities:

- Conduct outreach to executives in the finance industry as potential donors and engage existing supporters through phone calls, emails, and Zoom meetings.
- Develop and implement strategies for donor communication and engagement to achieve fundraising goals.
- Prepare and send personalized communications, including formal proposals and updates on our impact.
- Build and maintain relationships with corporate donors and foundations.
- Track interactions with donors and manage records in our CRM (Salesforce).
- Collaborate with the development team to align outreach efforts with organizational priorities and campaigns.
- Provide timely follow-up and support to executive donors and potential donors, addressing their questions and concerns.

- Stay informed about financial industry trends and best practices to enhance outreach and engagement strategies.

Qualifications:

- Bachelor's degree in Nonprofit Management, Business Administration, Marketing, or a related field.
- 5+ years of experience in fundraising, donor relations, or a similar role.
- Proven experience in conducting donor outreach and building relationships through phone, email, and virtual meetings.
- Strong interpersonal and communication skills, with the ability to engage and inspire donors.
- Excellent organizational skills and attention to detail.
- Proficiency in fundraising software (e.g., CRM systems) and Google Workspace applications.
- Ability to work independently as well as collaboratively with a team.
- High level of professionalism and discretion in handling sensitive information.

Why Join Us?

- Make a meaningful impact on diverse high school girls learning Financial & Investment Fundamentals, sparking an interest into careers in finance.
- Be part of a passionate and supportive team dedicated to advancing our mission.
- Comprehensive benefits package, including health insurance, retirement plan, and paid time off.
- Opportunities for professional development and growth.
- Enjoy a hybrid work schedule, combining remote work with in-office collaboration.

****Rock The Street, Wall Street celebrates diversity and is committed to creating an inclusive environment for all employees.****

Travel: 20 – 30%, seasonally

Time Commitment: 40 hours/week

Pay: \$55,000+ per year, commensurate with experience

Benefits:

- Medical, Dental, and Vision Insurance
- 401(k)
- PTO, Personal & Sick days
- Paid Holidays
- LTD, STD, Life & AD&D

Benefits begin after the first 90 days of employment.

Please send resume and cover letter to Johannah Mullenix at jo.m@rockthestreetwallstreet.com.

Join us in our mission to diversify the financial talent pipeline and help us drive our fundraising efforts forward!