

Partnerships Associate

San Francisco, CA



625 Massachusetts Ave – 2nd Floor
Cambridge, MA 02139
(585) 662-8045
www.primecoalition.org

To apply: please complete [this application](#) by March 22, 2021

About the Job

Prime Coalition is a high impact, cutting-edge non-profit organization focused on mitigating climate change through catalytic investment¹. The Partnerships Associate will support all aspects of Prime's nonprofit programming, including deepening relationships with investment and philanthropic partners, peer organizations, and new climate stakeholders, and amplifying Prime's model for catalytic investments. This is a tremendous opportunity to join a growing team to help improve, expand, and carve new pathways for the organization to achieve maximum impact while democratizing climate investment. The Associate will report to the Director of Partnerships, working closely with all members of Prime's team and representing the organization externally. The Associate will ensure that day-to-day communications, events, activities, and relationships with external partners represent Prime's values of authenticity, passion, and rigor, while relentlessly evangelizing Prime's mission to mitigate climate change.

Prime embraces the differences between people of varied races, ethnicities, genders, ages, religions, and sexual orientations. We also acknowledge the value that different life experiences bring to our organization as a workplace, and to our ability to understand and advance our mission. Prime is an equal opportunity employer, and we encourage all applicants who share these values to apply.

Job responsibilities include but are not limited to:

Communications

- Maintain internal events, editorial, stewardship, and reporting calendars, including a list of prioritized conferences and speaking opportunities
- Build timeline for engagement with key event partners
- Help shape and maintain Prime's web and social media presence (LinkedIn and others)
- Support the creation and distribution of Prime's newsletter
- Create and execute media content and press strategy

Sales & Marketing

- Support fundraising efforts for Prime's catalytic investment vehicles
- Manage multiple fundraising pipelines using Prime's CRM (Hubspot)
- Serve as first point of contact for inbound philanthropic partner inquiries
- Conduct bottom-up prospecting of potential operating grantors as needed
- Support the ongoing iteration of collateral for Prime's philanthropic and field building partners

Account Management

- Support the ongoing stewardship of Prime's philanthropic partners
- Plan and manage Prime's in-person meetings that convene philanthropic partners
- Distribute reporting to catalytic investors in Prime-affiliated vehicles twice annually

¹ Catalytic capital is defined here as "investment capital that is patient, risk-tolerant, concessionary, and flexible".
Read more about catalytic capital here: <https://www.macfound.org/programs/catalytic-capital-consortium/>

Partnerships Associate

San Francisco, CA



625 Massachusetts Ave – 2nd Floor
Cambridge, MA 02139
(585) 662-8045
www.primecoalition.org

- Support the Director of Partnerships on all financial transactions into and out of Prime and its affiliated investment vehicles
- Plan and manage the annual in-person meeting for Prime’s Investment Advisory Committee
- Manage logistics for quarterly videocalls with Prime’s Investment Advisory Committee
- Maintain active memberships with network organizations

Qualifications

Education & Experience

- Undergraduate degree, graduate degree preferred (master’s or MBA)
- Proven ability to work in fast-paced environment
- Proven ability to manage external business communications with utmost professionalism
- Proven ability to work across IT platforms (e.g., Hubspot, G Suite, Slack, Zoom, etc.)
- Demonstrated commitment to being thorough and thoughtful in service of social and/or environmental impact
- Experience working at a nonprofit and/or investment firm preferred
- Knowledge of impact investing or work with philanthropic entities preferred
- Experience in communications preferred
- Experience in graphic design preferred

Core Skills & Characteristics

- Exceptional writing and verbal communication skills
- Exceptional interpersonal skills
- Exceptionally organized, detail oriented, methodical, strong time management skills
- Collaboration- and team-oriented
- Self-starter, action-oriented
- A passion for excellence
- Collaborative with a sense of humility
- Assertive ally for racial equity, diversity and inclusion
- Intrinsic, driving motivation to mitigate climate change