

Partnership Manager – Contract to Hire Position

Our Vision

Imerman Angels envisions a world where cancer is not a solitary experience.

Our Mission

Imerman Angels' mission is to provide comfort and understanding for all cancer fighters, survivors, previvors and caregivers through a personalized, one-on-one connection with someone who has been there.

Organizational Overview

Imerman Angels was created on the belief that no one should have to face cancer alone and without the necessary support. At 26 years old, Jonny Imerman was diagnosed with testicular cancer and began his fight against the disease. Throughout his experience, Jonny was lucky enough to have loving support from his family and friends but never met a cancer survivor his own age. He wanted to talk to someone just like him, someone who truly understood and was intimately familiar with his experience. In short, he was looking for someone who had already faced the same type of cancer. This was the beginning of Jonny's vision, and in 2006, became a reality when he founded Imerman Angels.

Through our unique matching process, Imerman Angels partners anyone seeking cancer support with a "Mentor Angel." A Mentor Angel is a cancer survivor or caregiver of the same age, same gender, and, most importantly, who has faced the same type of cancer.

Our service is absolutely free to individuals and helps anyone touched by any type of cancer, at any cancer stage level, living anywhere in the world.

Job Summary

The Partnership Manager will help develop, manage and steward the Imerman Angels Partnership Program. Working with the Executive Director and Director of Partnerships and Engagement, this position will handle the management and day-to-day administration of relationships with cancer centers, hospitals, large employers and other organizations that have contracted with Imerman Angels to provide peer-to-peer cancer support services for their employees or patients/clients.

This position will work with internal and external marketing teams to create program participant recruitment strategies and materials to ensure successful management of the program, stewardship of program participants and new organizational partners.

Primary Responsibilities

Process and Systems:

- Develop and maintain processes and systems to help manage the partnership program and track progress and workflow
- Work with partners on reporting and data analysis that measure partnership performance
- Create a detailed work plan and schedule which identifies and sequences all activities needed

Relationship Management:

- Build, maintain and grow relationships with project partners/client.
- Ensure smooth collaboration with stakeholders and partners
- Develop relationships with partners to ensure growth and sustainability
- Visit partners at least once a year in person, and at least monthly remotely

Marketing and Communications:

- Create communications schedule to update IA team and paid partners on the status of the partnership
- Create marketing tools to drive recruitment of new program participants
- Plan for virtual and in-person events to support the relationships
- Work directly with staff at sites to ensure seamless communication and program management
- Serve as representative of Imerman Angels in meetings and conferences

Requirements:

- 3+ years of account management or sales experience
- 3+ years of project management experience
- Excellent verbal and written communication skills
- General computer skills, including email and excel and digital project plan management
- Organized and detail-oriented self-starter
- Ability to work independently with little supervision
- Team player
- Able to multitask with ease and manage time effectively
- Passion for helping others
- Strong problem solving and trouble-shooting skills
- Firm commitment to quality

Compensation and Benefits:

- This is a contract-to-hire position with negotiable terms commensurate with experience
- No paid health insurance, vacation or holidays are offered for this position
- Need to commit to 8-10 hrs/wk with the ability to go to 20 hrs/wk
- This position is flexible work from home or hybrid

To apply, please send resume and cover letter to slieber@imermanangels.org