



INCLUSIVE GUIDE

WE'RE HIRING BUSINESS PARTNERSHIP MANAGER: INCLUSIVE GUIDE

ABOUT WORKING WITH US

At Inclusive Journeys, the company behind the Inclusive Guide, we believe a diverse team leads to diversity in thinking, making our mission to identify safe and welcoming spaces for all a reality, and that includes our working environment. Learn more about our company, values, and mission at www.InclusiveGuide.com.

Historically, most workplace environment's hiring strategies disproportionately exclude the most marginalized people in society - including people of color, people from working class backgrounds, people with disabilities, women and LGBTQ people. We believe that these communities must be represented in our company.

Hence, we strongly encourage applications from people with these identities or who are members of historically under-resourced and under-represented communities who have lived experiences that can be brought to this work.

If you feel energized by what you see below and believe you could bring passion and commitment to the role, please do not hesitate to apply!

PRINCIPLE DUTIES

We are seeking a **Business Partnership Manager** who will serve as a strategic administrative partner. In this role, you will be contacting businesses to recruit for our Business Partnership Program, serve as point of contact for business owners, account setup, and calendar management. Your work will allow the company to maximize productivity by simplifying communication and collaboration. The ideal candidate will be a self starter who is detail oriented with excellent communication skills and a willingness to learn.

ROLE OBJECTIVES:

- Embrace the company culture, values, and goals of Inclusive Guide.
- Thrive in a fast-paced, collaborative environment with a high-volume workload.
- Understand the business preference and priorities of company leaders.

- Initiate communication with potential candidates in an effort to expand the company's network.
- Ability to communicate the benefit of the Inclusive Guide to current and potential business partners.
- Calendar management with strong attention to detail.
- Scheduling DEI training and consultations for company leadership.
- Account management for business partners which includes: account setup and business listing updates.
- Collaborate across departments to provide seamless support to the company.

KEY RESPONSIBILITIES:

- Research and develop potential candidates for business partnership opportunities
- Stay on top of communications with current and potential business partners in order to maintain and strengthen relationships
- Manage multiple assignments and work in-high pressure situations
- Understand and communicate the business features and benefits of Inclusive Guide for both the business users and consumers
- Manage time and establish priorities while maintaining flexibility to respond to changing demands
- Developing and maintaining strong client relationships
- Ability to be on-site for business interviews, team meetings, and support for our company's leadership
- Develop business marketing materials

QUALIFICATIONS:

- Two to Four years of relevant experience
- Excellent communication and organizational skills with demonstrated experience in administrative support
- Experience in an environment working with marketing and advertising PR campaigns
- Understand the varying needs of potential business partners
- Ability to think strategically and conceptualize creatively
- Strong presentation and verbal communication skills
- Ability to work cross-functionally with a fast-paced team environment
- Ability to manage multiple projects and deadlines
- Ability to take initiative, demonstrate good judgment when working with team members, client contacts

POSITION DETAILS: This is an hourly contractor position

- Rate: \$30.00/hr
- Contract Position Starting End of May

- Hours per week: 20-30
- Location: Hybrid (Must be local to Denver, CO and have a vehicle to travel for in person meetings and delivery of marketing materials.)
- Using your own equipment (Laptops, PCs, etc.)

TO APPLY

Answer the following questions in the body of the email:

1. What drew you to apply for this position?
2. What lived experiences do you have that connect with our company's mission?
3. What does an 'inclusive working environment' mean to you?

ATTACH THE FOLLOWING TO YOUR EMAIL:

Resume

- Name the document [FirstName_LastName]-Resume
- Example: Crystal_Egli-Resume

Cover Letter

- Name the document [FirstName_LastName]-Cover Letter
- Example: Crystal_Egli-Cover Letter

Send an email to info@inclusivejourneys.com with the following information:

Subject line: APPLICATION: BUSINESS PARTNERSHIP MANAGER

Hesitating to apply? Take the chance and send it anyway! (Yes, YOU.)

This position will remain open until it is marked 'closed' on our job listing page.