The 5 Gyres Institute
Development and Partnerships Manager

The 5 Gyres Institute is a nonprofit organization based in Los Angeles, with a global network of supporters united in the pursuit of a planet free of plastic pollution. 5 Gyres mission is to empower action against the global health crisis of plastic pollution through science, education, and adventure.

5 Gyres is seeking an experienced, dynamic, creative, and strategic Development and Partnerships Manager to manage corporate partnerships and individual donors. This is a full-time position based in Los Angeles, CA.

Primary Responsibilities:

Relationship Building and Management

- Manage relationships with established corporate partners.
- Actively research and vet new corporate prospects.
- Engage in conversations with brands around reducing their plastic supply chain.
- Work with partners to co-create deliverables and ensure deliverables are met.
- Work with 5 Gyres Digital Strategist to ensure content from partners is shared.
- Create partnership decks for general operating support, programs, and events as needed.
- Write email appeals and work with 5 Gyres Digital Strategist on communications strategy.
- Invite donors to key events.
- Engage leadership in donor cultivation, solicitation, and stewardship.
- Attend relevant conferences, trade shows, and events for networking purposes.
- Present on 5 Gyres behalf at corporate and donor cultivation events.
- Assist with special projects and events as needed.

Operations and Logistics

- Participate in weekly staff meetings.
- Lead bi-weekly Corporate and Donor meetings.
- Produce corporate partnership and donor reports for quarterly board meetings.
- Engage team in regular updates.
- Track pledges for the finance committee.
- Draft, review, and sign M.O.U.s with corporate partners.
- Work with 5 Gyres Operations Manager to provide invoices and receipts to partners.
- Ensure donors are thanked in an appropriate and timely manner.
- Monitor Kindful and notify development team about major gifts.

Qualifications:

- 5+years experience in nonprofit development, with a focus on corporate partnerships and donor development.
- Passion for and knowledge of the plastic pollution issue.
- Basic understanding of packaging, alternative materials, and delivery systems.
- Experience creating partnership decks.
- Experience writing email appeals and engaging donors.
- Experience using a nonprofit C.R.M., such as Kindful.
- Proficient in Microsoft Office Suite.

- Creative, strategic thinker, organized, detail-oriented, and able to handle multiple tasks simultaneously in a fast-paced environment.
- Excellent interpersonal and customer service skills.
- Strong verbal and written communication skills.
- Has a valid driver's license with a clean driving record.
- Has a registered vehicle with insurance.

Qualified candidates should send their resume and cover letter to careers@5gyres.org by February 28th, 2019. Earlier submissions are strongly encouraged.

The 5 Gyres Institute is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, age, disability, veteran status, sexual orientation, or any other protected class under law.