



## **Relationship Manager, Americas**

### **About Toniic**

Toniic is a non-profit global network of impact investors - investors seeking positive social and environmental impact alongside financial return, most of whom are also philanthropists. We are a community of private asset owners - high net wealth individuals, family offices, and foundations in more than 25 countries who are active impact investors. We also conduct key field building activities. The Toniic team of about 20 people is fully virtual, providing services globally. While most of the team is located in the United States, a portion of the team is located in the regions they serve. We have a highly collaborative, high performance and dynamic culture, with high bandwidth for addressing the needs of our members and partners, an attitude of personal responsibility, proactivity, self-awareness, and a style that thrives in the “Work from Home” environment.

### **About the Role**

Toniic is seeking a Relationship Manager to join our team to help grow and build our member community in the Americas, primarily focused in the United States and Canada. The person should have a passion for hitting ambitious membership growth targets; understanding emergent practices in impact investing; and learning about the various interests, challenges, and priorities of our members, to develop bespoke plans for connecting them with resources and engaging them in the community. This position also develops key relationships with strategic partners that can support Toniic through sponsorship, grants, and other collaborations.

A professional, responsive and friendly demeanor is critical for supporting our warm and welcoming culture and meeting the needs of our membership community.

### **General Information**

Location: Eastern United States  
Type: Full time Exempt  
Compensation: US \$80,000 - \$90,000 annually  
Reports to: Managing Director of Global Membership and Head of Americas

### **Responsibilities and How You'll Contribute**

- Build and maintain a robust pipeline of prospective members via multiple channels, including member referrals and other relevant (especially local) events
- Identify and recruit new Toniic members
- Serve as a relationship manager for assigned Toniic members; this includes but is not limited to member management meetings/calls, making member introductions within the community, and working with the Toniic investment team to support member investment interests
- Deliver a highly valuable and personally meaningful membership experience to support the deepening impact practice and retention of assigned members
- Identify and implement strategies for increasing member engagement and membership growth
- Identify interesting and engaging discussion topics for Toniic programming (both virtually and in-person)
- Facilitate interactive member meetings as needed
- Track your own member and prospect interactions in Salesforce



- Develop relationships with strategic external partners, including potential donors and event sponsors
- Represent Toniic at meetings (both Toniic meetings and external conferences). Note that many of these events occur outside of standard business hours.
- Participate in regular internal meetings to achieve consistency across the membership experience globally

## **What We are Seeking**

### **Who You Might Be:**

- A “roll up your sleeves” self-starter
- A successful growth / sales contributor at a member-focused organization
- A seasoned professional in the professional services sector with a passion for social impact and a knack for revenue generation and community building
- A highly organized, creative, and ambitious fundraiser in the non-profit sector who is eager to join the growing impact investing movement
- A strong passion for the power of community as a force for social change and innovation
- Excellent verbal and written communications skills
- Excellent attention to detail
- Professional demeanor and friendly/welcoming attitude
- Ability to work cross-culturally and flexibility to work across global time zones
- Comfort working with a fully work from home, dynamic, geographically dispersed organization
- Personal attributes of entrepreneurship, creativity, commitment, hard work, patience, and a sense of humor
- Emotional intelligence and comfort in a highly collaborative environment

### **Qualifications:**

- Three to five+ years of experience in sales, community building and engagement, fundraising, investor relations, or other stakeholder engagement fields
- Excellent interpersonal skills, including active listening, the ability to present to and engage with a wide range of high net wealth individuals, family offices, and foundations, partners, and the broader impact community
- Investment experience and/or practical understanding of impact investing industry
- Willingness and ability to take on regional and some international travel
- English proficiency
- Outstanding organizational and time management skills
- Discretion and confidentiality

## **Highly Desirable Skills and Characteristics**

- Project management expertise
- Experience with Salesforce, Google Suite, Zoom, and Asana
- Event organization and production experience

## **Benefits**

- Flexible working schedule
- Four weeks of paid team-wide office closure annually, in addition to



- Three weeks of PTO annually
- Subsidized health insurance, 401k plan, and access to dental, life, accidental, and disability insurance

### To Apply

- Send resume and cover letter that includes a personal statement on why the role appeals to you and what you would bring to it. Please send to [apply@toniic.com](mailto:apply@toniic.com) with the subject Application for Relationship Manager role. Applications will be accepted until August 30, 2024. **Applications without a cover letter will not be considered.**