



## 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. Our organization supports a global community of high net wealth individuals, family offices, and foundation asset owners in more than 25 countries around the world who are active impact investors. The Toniic team of about 20 people is fully virtual with team members located around the globe. Our culture is high performance and dynamic, requiring a tolerance for high bandwidth demands, an attitude of personal responsibility, proactivity, self-awareness, a style that thrives in the Work From Home environment, and a highly collaborative approach.

### About the Role

Toniic is seeking a Relationship Manager to join our team to help grow and build our community in the Americas, primarily focused in the United States and Canada. The person should have a passion for hitting ambitious membership growth targets; cultivating a personal understanding of trends, strategies, and best 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. Candidates must understand and believe deeply in the power of community to drive change. 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: Any of the following metro areas in the United States:  
San Francisco CA  
Los Angeles CA  
Austin TX  
Denver CO  
Boston MA

Type: Full time Exempt

Compensation: US \$80,000 - \$90,000 annually for those with 1-3 years of relevant impact investing experience; those with additional experience will be reviewed accordingly

Reports to: Managing Director of Global Membership and Head of Americas

### Responsibilities & How You'll Contribute

- Build & maintain a robust pipeline of prospective members via multiple channels, including member referrals, conferences, and other relevant events
- Identify & recruit new Toniic members
- Serve as a community manager for assigned Toniic members; this includes but is not limited to member management meetings/calls, making member introductions within the community, & working with the Toniic investment team to support member investment interests
- Deliver a highly-valuable & personally-meaningful membership experience to support the deepening impact practice & retention of assigned members



- Identify & implement strategies for increasing member engagement & membership growth
- Identify interesting & engaging discussion topics for Toniic programming (both virtually & in-person)
- Facilitate interactive member meetings as needed
- Report key performance metrics to support the global growth of Toniic membership
- Maintain a high level of data integrity through our shared systems, especially Salesforce
- Develop relationships with strategic external partners, including potential donors & event sponsors
- Represent Toniic at meetings (both Toniic meetings & external conferences)
- Develop marketing collateral as necessary to support the above activities
- Participate in regular internal meetings to achieve consistency across the membership experience globally

### **What We are Seeking**

#### Who You Might Be:

- A growth / sales leader at a community-focused organization
- A seasoned professional in the professional services sector with a passion for social impact & a knack for revenue generation & community building
- A highly organized, creative, & ambitious fundraiser in the non-profit sector who is eager to join the growing impact investing movement

#### Qualifications:

- One to three+ years of experience in sales, community building & engagement, fundraising, investor relations, or other stakeholder engagement fields
- Excellent interpersonal skills, including active listening, the ability to present to & engage with a wide range of high net wealth individuals, family offices, & foundations, partners, & the broader impact community
- Investment experience and/or practical understanding of impact investing industry
- A strong passion for the power of community as a force for social change & innovation
- Enjoys & takes pride in being a doer, achiever, & self-starter
- Willingness & ability to take on regional & some international travel
- English proficiency
- Outstanding organizational & time management skills
- Excellent verbal & written communications skills
- Excellent attention to detail
- Discretion & confidentiality
- Professional demeanor & friendly/welcoming attitude
- Ability to work cross-culturally and flexibility to work across global time zones
- Comfort working with a fully virtual, dynamic, geographically dispersed organization
- Personal attributes of entrepreneurship, creativity, commitment, hard work, patience, & a sense of humor
- Emotional intelligence and comfort in a highly collaborative environment

### **Highly Desirable Skills & Characteristics**

- Project management expertise
- Experience with Salesforce, Google Suite, Zoom, & Asana



- Event organization & production experience
- Investment experience and/or practical understanding of impact investing industry

### **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 January 30, 2024. **Applications without a cover letter will not be considered.**