



**Position Description:** Strategic Partnership Associate  
**Organization:** GardHouse  
**Location:** Hybrid within Charlotte Metro Area  
**Reports To:** Executive Director  
**Status:** Full-time; Exempt

#### **Position Overview:**

The **Strategic Partnerships Associate** plays a key role in expanding and strengthening GardHouse's network of employer partners across Charlotte and the surrounding regions. This is an early-career opportunity ideal for someone interested in business development, relationship management, and nonprofit growth. The Associate will support outbound employer outreach, partnership cultivation, onboarding coordination, and CRM tracking.

Reporting to the Executive Director, this role helps ensure that GardHouse continues to grow its internship host network while maintaining a high-quality experience for employer partners and students. The ideal candidate is a relationship builder, strategic thinker, and committed to workforce equity.

GardHouse will provide mentorship and coaching to help the Associate build skills in external communications, partnership cultivation, and nonprofit operations. Over time, this role has the opportunity to grow in responsibility as the organization scales.

#### **GardHouse Overview**

GardHouse is a nonprofit organization that helps first-generation college students find employment upon graduation by maximizing work-based programming and development that increase each student's upward mobility. The organization was founded in 2019 after learning that these students were twice as likely to be unemployed after completing their post-secondary education. Based in Charlotte, NC, GardHouse's student base spans across Charlotte, North Carolina.

#### **Essential Functions:**

##### Employer Outreach & Pipeline Development

- Research and identify prospective employer partners across key industries
- Conduct outbound outreach via email, LinkedIn, and phone
- Schedule discovery meetings for the Executive Director
- Track outreach efforts and follow-up cadence within CRM (NEON or equivalent)
- Maintain accurate prospect and partner records

##### Partnership Cultivation & Support

- Prepare customized partnership materials and proposals
- Support employers through the application and interview process
- Assist with internship scoping conversations and project alignment
- Coordinate onboarding logistics, including orientation preparation and documentation
- Help manage the Employer Partner Internship Placement Agreement process



### Stewardship & Retention

- Support employer check-ins throughout the semester
- Track feedback and performance evaluations
- Assist with renewal conversations for returning partners
- Help coordinate employer-facing events (info sessions, networking events, orientation lunches)

### Systems & Operations

- Maintain CRM hygiene and reporting dashboards
- Support the development of employer stewardship workflows
- Analyze basic partnership data to identify trends and opportunities
- Contribute to process improvement as GardHouse scales

### **Desired Skills & Qualifications**

#### Experience

- 1–3 years of experience in sales, business development, account management, recruiting, nonprofit development, or related field
- Internship experience and campus leadership experience are welcome
- Bachelor's degree preferred

#### Skills & Competencies

- Strong written and verbal communication skills
- Comfortable initiating outreach and building relationships from scratch
- Organized and detail-oriented with strong follow-through
- Ability to manage multiple conversations and deadlines simultaneously
- Confident using CRM systems and able to quickly learn new systems and tracking tools
- Proficient in Google Workspace
- Professional presence in meetings and external settings

#### Personal Attributes

- Curious and proactive—willing to pick up the phone and try new approaches
- Resilient and comfortable with rejection in outreach
- Mission-driven with a commitment to workforce equity
- Excited to grow into greater responsibility over time

#### **Classification:**

Full-time, Hybrid

#### **Location:**

Charlotte, NC

#### **Compensation & Benefits:**

The **Strategic Partnerships Associate** position is salaried, exempt, and therefore not subject to overtime rules of the Fair Labor Standards Act.

The salary range for this role is **\$50,000-\$60,000**. This position is eligible to participate in the following benefits:

- Healthcare Stipend
- Paid Vacation



- Sick Time
- Parental Leave
- Paid Holiday
- Retirement Plan

**Ideal start date: April 13 or 27, 2026.**

**How to Apply:** Email Jonathan Gardner, [jonathan@gardhouse.org](mailto:jonathan@gardhouse.org), using the subject line “Strategic Partnerships Application,” the following **by March 6, 2026**:

- Resume
- Cover letter
- Two professional references (name, relationship, phone number, and email address). References will not be contacted unless you move forward in the hiring process, and we will notify you in advance.