



Seeding Labs Corporate Relations Manager

Seeding Labs is a Boston-based nonprofit that is accelerating solutions to the world's most pressing problems by catalyzing the power of scientists in the developing world. Seeding Labs has provided more than \$8 million in reclaimed laboratory equipment to 70 institutions through our flagship Instrumental Access program.

SUMMARY:

We are seeking a full-time Corporate Relations Manager to oversee a portfolio of 140+ national and international corporate partners that provide financial, in-kind, and volunteer support for the organization and scientists internationally. The Corporate Relations Manager will be responsible for leading, managing and supporting the day-to-day management of accounts and acquiring donated laboratory equipment. They will also be responsible for lead generation of relationships that can lead to strategic partnerships with corporations, universities, and nonprofits.

We especially welcome candidates who will bring diverse cultural, ethnic, national, or international experiences and perspectives to our organization. The position is located in Boston, MA.

DUTIES:

- Managing and improving the process to acquire donated laboratory equipment from external partners.
- Working with logistics and program staff to remain knowledgeable of upcoming needs and source appropriate equipment, and coordinate donation logistics and documentation.
- Setting and meeting targets, analyzing metrics, optimizing systems and processes for acquiring equipment, including maintaining a prospect and donor database.
- Expanding Seeding Labs' network of partners nationally and working across sectors to strengthen connections and build community within the network.
- Developing and implementing prospecting and outreach plans to R&D corporations, manufacturers, nonprofits and universities.
- Support the Vice President of Corporate Relations in cultivating and stewarding new partnerships that go beyond equipment donation, including volunteer, cause marketing, and fundraising initiatives.
- Coordinate with External Relations to communicate metrics and stories of success and impact to corporate partners and to a broader audience.

ESSENTIAL QUALIFICATIONS:

- 5-7 years of professional experience, ideally bringing a blend of corporate and nonprofit experience. Experience in a service-oriented environment a plus.
- Ability to construct, articulate, implement, and measure annual strategic sales/donation plan.
- Excellent written and oral communication skills. Ability to influence and engage a wide audience of partners and build long-term relationships. Ability to communicate effectively and respectfully to varying audiences and cultures with professionalism and integrity.
- Organizational skills and comfort working independently but carefully on a deadline in a dynamic, entrepreneurial environment.
- Flexibility, proactivity, and willingness to collaborate across the organization while maintaining your core responsibilities.
- Detail-oriented and able to organize and prioritize work.
- Outgoing personality with an approachable and professional demeanor.
- Ability to learn quickly and work independently.

PREFERRED QUALIFICATIONS:

- Familiarity with using databases and/or CRM systems, particularly Salesforce
- Familiarity with using and sharing files in Google Drive
- Demonstrated success increasing revenue through strategic planning.
- Passion for our mission
- Motivated by opportunities to solve problems
- Knowledge of scientific instrumentation in biological or chemical sciences.
- Experience living or working across cultures and diverse populations

COMPENSATION:

Seeding Labs strives to value our staff with a strong compensation package. Please inquire with us directly regarding the salary range for this position.

Seeding Labs' benefits include an employer-contributed health plan or a modest health plan stipend; dental and vision plans; healthcare and daycare flexible spending account; employer-covered life and disability insurance; pre-tax public transportation pass; 401K; flexibility in work hours and location.

TO APPLY:

Submit a compelling cover letter and resume to careers@seedinglabs.org. Please include "Corporate Relations Manager" in the subject line.

Seeding Labs is an equal opportunity employer. Applicants must be currently authorized to work in the United States on a full-time basis.