



**Title:** Partnership Coordinator

**Term:** Permanent, full-time

**Reporting Relationship:** Chief of Strategic Partnerships

**Location:** Fully remote role, with 10% travel expected, US-based preferred

**Salary:** \$63,000 - \$75,000. Salary will be commensurate with experience and geographical location

**About:**

ICHOM, an established U.S.-based nonprofit organization seeks a Partnership Coordinator who supports consistent, high-quality engagement and communication with existing and prospective partners of ICHOM, manages efficient project and proposal management, and provides necessary administrative and grant development support to the Chief of Strategic Partnerships to build and maintain high-level partnerships with multiple stakeholder entities, including clinical, academic, industry, and patient organizations.

**Responsible for:**

**Partnership Management Support**

- Coordinating communication with established and prospective partners
- Coordinating with internal teams on partner communications, material development, and follow-up to support partner development.
- Scheduling and preparing materials for partnership meetings
- Maintaining partnership databases (AC/Asana/Microsoft tracking docs) and documentation.
- Assisting in the preparation of partnership reports and presentations
- Assisting in annual partnership renewal processes
- Coordination and discovery of new partnership leads/opportunities, including stakeholder mapping.
- Helping with the creation and management of Partnership Agreements
- Coordinating materials for partnership events or conferences
- Collaborating with the Executive Office Manager for travel and logistics management

**Project Assistance**

- Facilitating the development and execution of partner agreement tasks by converting all partner agreements into detailed internal profiles. These profiles are utilized by internal teams to efficiently manage projects and ensure the successful delivery of milestones.
- Assisting CSP and other Leadership Team senior executives by request with background research and data collection for partnership and grant initiatives.

**Grants Development**

- Supporting CSP in formative research and stakeholder mapping on granting organizations
- Supporting grant writing and development of grant development collateral materials.

ICHOM, INC USA: 6th Floor, 399 Boylston Street, Boston, MA 02116  
Registered as 501(c)(3), incorporated in Delaware, USA EIN: 46-0854621

ICHOM UK: ICHOM LTD, The Engine House, 2 Veridion Way, Erith, Kent, DA18 4AL  
Registered Company Number 10687842





- Working with CSP and CoS to design and implement consistent grant reporting and management processes

#### **Minimum Qualifications for a Partnership Coordinator at ICHOM**

- **Education:** Bachelor's degree required (e.g., public health, healthcare management, business administration, or international relations) preferred.
- **Experience:** Minimum of 5 years of professional experience in roles involving relationship management, client or partner engagement, fundraising, life sciences, or external stakeholder collaboration.
- **Healthcare Knowledge:** Familiarity with global health sectors, healthcare systems, or value-based healthcare (VBHC) principles. Experience working in diverse international settings is a plus.
- **Communication:** Exceptional written and verbal communication skills, with the ability to tailor messaging for different audiences, including senior executives and cross-cultural teams.
- **Project Management:** Demonstrated success in managing multiple projects simultaneously, including planning, execution, and delivering results under tight deadlines.
- **Organizational Skills:** Strong organizational and time management abilities, with a proven track record of meeting deadlines and handling competing priorities effectively.
- **Grants Expertise:** Experience with grant writing, grants management, or fundraising support is highly desirable.

ICHOM, INC USA: 6th Floor, 399 Boylston Street, Boston, MA 02116  
Registered as 501(c)(3), incorporated in Delaware, USA EIN: 46-0854621

ICHOM UK: ICHOM LTD, The Engine House, 2 Veridion Way, Erith, Kent, DA18 4AL  
Registered Company Number 10687842

