



Manager - Community Partnerships & Engagement
AMERICAN EXPRESS

Job Category: Banking/Non-Banking

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Gender: Any

Career Level: Entry Level

Salary: Negotiable

Experience: 4-6 years

Posted On: 22 Oct 2024

Application Deadline: 20 Nov 2024

Job Context

- With the right backing, people and businesses have the power to progress in incredible ways. When you join Team Amex, you become part of a global and diverse community of colleagues with an unwavering commitment to back our customers, communities and each other. Here, you'll learn and grow as we help you create a career journey that's unique and meaningful to you with benefits, programs, and flexibility that support you personally and professionally.

Job Description/Responsibility

- Be the New York colleague engagement champion, overseeing and coordinating New York volunteer efforts for the thousands of colleagues based in the Manhattan office such as Central Park Conservancy, God's Love We deliver, and New York Cares.
- Manage partnership and relationships with US-based nonprofits focused on youth mentoring, financial literacy, and career readiness.
- Support the efforts of colleague networks and business unit teams to set up volunteering events on American Express's internal volunteering and donating site "Give2Gether" powered by Benveity.
- Collaborate across multiple teams to ensure successful execution of CS initiatives, inclusive of Communications, Diversity Equity and Inclusion, Colleague Engagement Group, and Compliance.
- Support and execute the creation of non-profit grants and payments
- Support the efforts of the annual giving season campaign efforts and ad-hoc programmatic needs.

Education Requirements

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

Additional Academic Requirements

- Bachelor's Degree

Experience Requirements

- 4 - 6 years of experience is required.

Additional Experience Requirements

- 4-6 years of experience in either colleague engagement, non-profit work or event planning

Skills Requirements

- Strong organizational and project management skills
- Excellent communications and interpersonal skills, being able to work with colleagues across all seniority levels
- Proficiency in Microsoft Office, bonus if familiar with Benevity
- Familiarity with grants, non-profits and corporate sustainability KPIs
- A passion for philanthropic work and volunteering
- Ability to work independently, collaboratively, and cross functionally in a detail oriented environment
- Ability to travel locally throughout the tri-state area

Work Area

- Applicant should have experience of working in the following category(ies): Banking/Non-Banking

Industry Type

- Experience should include the following skills: Bank/Non-Bank Fin. Institution

Address: New York, US, New York, US, United States

Company Profile: Financial Transaction Processing

Company Website: <https://www.americanexpress.com/>