



Community & Partnerships Manager

The Shared Environment

All Montessori. All in one place.

Position	Community & Partnerships Manager
Organization	The Shared Environment
Employment Type	Full-Time, 1.0 FTE
Location	Remote (with periodic travel to conferences and team gatherings)
Salary	\$78,000 to \$82,000 annually
Reports To	Arianna Fearing, Chief Operations Officer
Search Managed By	Montessori Makers Group

ABOUT THE SHARED ENVIRONMENT

The Shared Environment is a curated multi-seller marketplace built specifically for Montessori practitioners, schools, and families. Every product listed on the platform has been carefully selected by trained Montessori guides, known within the organization as readers. When a product fulfills the description in a Montessori presentation, it earns an album badge, a mark of authenticity that gives buyers confidence they are purchasing materials worthy of the children they serve.

Founded by Staci Hedlund and Alexander Hedlund, The Shared Environment was born out of a truth every Montessori guide knows: preparing the environment is essential, time-consuming, and deeply personal work. Searching for the right materials across dozens of platforms while also guiding children is not sustainable, and the Montessori community deserves better infrastructure. The Shared Environment brings makers, retailers, and practitioners into one shared space so that the right materials are easier to find, trust, and access.

The organization is growing. The marketplace is live, the seller community is expanding, partnerships with training centers and organizations are forming, and the team is ready to bring on people who care about this work as much as they do. This role is a direct reflection of that readiness.

THE OPPORTUNITY

This is not a job for someone who wants to sit on the edges of an organization and execute a task list. This is a role for someone who wants to be at the center of a growing Montessori ecosystem, building real relationships with the people who make it work.

The Community & Partnerships Manager will be the primary relationship holder for The Shared Environment's sellers, readers, and partners. You will recruit and onboard new sellers to the marketplace, cultivate and support the team of Montessori-trained readers who curate every product, manage partnerships with training centers and organizations, coordinate conference logistics and represent The Shared Environment at events, and build the systems, documentation, and communication structures that allow these relationships to thrive as the platform scales.

Right now, this work is distributed across the founding team. They have done it with care and intention, and they are ready to entrust it to someone who will own it, develop it, and grow it into something more strategic over time. This person will not walk into a void. They will walk into a small, thoughtful team that has already built strong foundations and is looking for a collaborator, not just an employee.

WHAT YOU WILL DO

Seller & Reader Relationships

You will serve as the primary point of contact for sellers joining the marketplace and for readers curating their products. This means managing the full lifecycle of these relationships, from initial outreach and recruitment through onboarding, ongoing support, and long-term engagement. You will prospect new sellers across platforms like Etsy and Instagram, connect with makers at conferences, and guide them through account setup and CRM onboarding. For readers, you will recruit Montessori-trained professionals, manage their onboarding and orientation, coordinate availability and timesheets, and develop engagement strategies that keep the reader community active and invested. When issues arise in the product approval process, including seller appeals, you will handle them with discernment, an awareness of policy, and respect for everyone involved.

Partnerships & Outreach

You will identify and cultivate partnerships that strengthen The Shared Environment's reach and credibility within the Montessori community. This includes building relationships with training centers, Montessori organizations, homeschool influencers, and practitioners with strong community presence. You will support the development of a playlist curator program in which trusted Montessorians create curated product lists for the marketplace. You will also collaborate with the marketing team on blog partnerships, backlinking strategies, and co-created content that brings new audiences to the platform.

Conferences & Events

You will take the lead on conference logistics, from identifying and evaluating conference opportunities to building proposals, managing budgets, and coordinating pre-event preparation. This includes maintaining a projected conference calendar over one to two years, preparing seller profiles and booth materials, coordinating with sellers who may co-present sessions, and managing on-the-ground logistics for setup, execution, and follow-up. Over time, as you develop a stronger sense of what conferences yield the best return, you will play an increasingly strategic role in deciding where The Shared Environment invests its

presence. Travel is periodic, not monthly, but when events happen, it is an all-hands effort that may include consecutive working days with compensatory time off.

Operations & Systems Building

You will bring structure to the operational side of community management. This means developing SOPs, building knowledge bases, creating email templates and communication workflows, managing the support desk for sellers and eventually customers, and documenting the processes that currently live between the founders. You will work with external consultants and an incoming internal tech hire to improve CRM workflows, support desk operations, and automation. Your documentation will become the institutional memory that allows this function to scale and eventually support additional team members.

Communication & Visibility

You will manage newsletters for both sellers and customers, oversee support desk communications, and serve as the bridge between external community members and the internal team. Strong written communication is essential. You will need to adapt your tone and level of detail depending on whether you are writing to a new seller, coordinating with a training center partner, resolving a reader concern, or briefing the founders on a partnership opportunity. Everything you do must be documented clearly and concisely in the CRM so that knowledge transfers and others can pick up where you left off.

Working with Marketing

This role works in close partnership with The Shared Environment's marketing function. While the two positions have distinct responsibilities, they share a border that requires real collaboration and mutual trust. The Community & Partnerships Manager brings relationships, on-the-ground knowledge from sellers, readers, and partners, and insights from direct conversations with the people who use and build the platform. The marketing role translates that knowledge into content strategy, brand messaging, campaigns, and audience growth. Neither role works well without the other. You will co-develop content calendars, share intelligence from conferences and outreach efforts, align on messaging for product launches and seasonal campaigns, and coordinate on partnerships involving co-created content or cross-promotion. When a new seller joins, or a training center partner comes on board, you will work together to determine how that story gets told. When the marketing team is building a blog strategy or planning social content, your knowledge of what the community actually cares about will be essential to making that work land. This is not a hierarchical relationship. It is a true working partnership between two people, each holding a piece of the picture, who are responsible for bringing those pieces together consistently.

YOUR FIRST SIX MONTHS

This role does not have a single priority. Everything in it matters, and the founding team is looking for someone who can hold multiple threads from the start. That said, the first few months will focus heavily on learning the culture, language, and existing relationships. The Shared Environment is a startup with a distinct voice and a deep respect for the Montessori method. There is a learning curve, and the team is committed to supporting you through it. Early on, you will observe, ask questions, and gradually take ownership as you build confidence and trust. No one expects you to go from zero to hero on day one.

In the first quarter, you will absorb the current seller and reader onboarding processes and begin managing them. You will learn the CRM and support desk tools through structured training provided by the team. You

will begin attending to partnership conversations and start identifying conference opportunities for the coming year. By the end of six months, you should be operating with significant autonomy across all four domains of this role.

WHO YOU ARE

You are a trained Montessorian with real experience in a school setting. The team is open to candidates trained at any level, because representation across age groups matters. You understand the philosophy deeply enough to navigate conversations about product quality, pedagogical alignment, and the nuances of what makes something authentically Montessori. You have likely felt the tension between the precision of Montessori practice and the messiness of the real world, and you know how to hold both.

You are also someone who has done relationship-oriented work in some capacity beyond the classroom. Maybe you managed parent communication with unusual skill. Maybe you worked in sales or customer relationships in another industry before or alongside your Montessori career. Maybe you took on coordination roles, internships, or projects that required balancing multiple collaborators. The point is that you have transferable skills that go beyond a single school setting, and you can demonstrate them.

You are comfortable with technology, not because you are an engineer, but because you are the kind of person who figures things out. If you have used tools like Transparent Classroom, pulled reports with custom fields, or integrated a plugin into a website, you will be fine here. The team will train you on specific tools, but they need someone who takes initiative, asks good questions, and does not wait to be told what to do when something is not working.

You are a strong written and verbal communicator who adapts easily to different audiences and understands the importance of documenting your work. You operate from a place of respect for policies, for the people you work with, and for yourself. You understand confidentiality. You are skilled at conflict resolution, or at least deeply interested in developing that skill, because this role will require navigating sensitive conversations with care.

You are looking for a long-term home. The Shared Environment is investing in this hire, and the team is looking for someone who is committed to staying and growing with the organization. They want someone who builds trust over time and who sees this role not as a stepping stone but as a place to do meaningful, career-defining work.

QUALIFICATIONS

Required

- Montessori certification from a Montessori training program
- Experience working in a Montessori school setting
- Strong written and verbal communication skills with the ability to adapt across audiences
- Demonstrated project management skills, including the ability to manage logistics, timelines, and multiple priorities simultaneously

- Comfort navigating digital tools and learning new systems with initiative and independence
- A CRM-first mindset with strong documentation habits
- Conflict resolution skills and the emotional intelligence to handle sensitive conversations with policy awareness and grace
- Commitment to confidentiality and respect for organizational policies and decisions

Preferred

- Montessori certification
- Experience at any level in a Montessori school
- Experience in sales, customer relations, account management, or community building outside a school setting
- Experience with CRM systems, support desk tools, or project management platforms
- Familiarity with conference logistics and event planning
- Experience working in a startup or small-team environment

COMPENSATION & BENEFITS

WHAT WE OFFER

- Annual salary of \$80,000 to \$85,000
- \$400 per month healthcare reimbursement, giving you the flexibility to choose the plan that works best for you
- Up to 3% matching contribution to a retirement plan
- 10 days of paid time off, with additional compensatory days provided when travel or events require extended work periods
- Fully remote work environment with periodic, covered travel to conferences and team gatherings
- Baseline office equipment provided

- Structured onboarding with formal training from the tech and operations team, including workshops, documentation, and ongoing support
- A small, intentional team that values honest communication, shared responsibility, and respect for every person's time and energy

HOW TO APPLY

To express interest or to request more information about this opportunity, please send your resume and a brief introduction to:

info@montessorimakers.org

This search is managed by Montessori Makers Group on behalf of The Shared Environment. All inquiries will be handled with discretion and care.

The Shared Environment does not discriminate on the basis of race, color, national or ethnic origin, creed, religion, sex or gender, disability, age, marital status, sexual orientation, status with regard to public assistance, or in any other way based on personal identity markers that do not relate to the capacity of an individual person to carry out the responsibilities of a role.

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