

Executive Fellow

ABOUT THE NATIONAL PARK FOUNDATION

In partnership with the National Park Service, NPF enriches America's national parks and programs through private support, safeguarding our heritage and inspiring generations of national park enthusiasts.

In 1872 America did something unprecedented; it set aside more than one million acres of wilderness for the benefit and enjoyment of the people. For more than 100 years, citizen involvement and private philanthropy have helped to improve, preserve and protect America's national parks. Since it was established by Congress in 1967, NPF has sustained this legacy of private philanthropy. Learn more about us at www.nationalparks.org.

In 2016 the National Park Service will celebrate a significant milestone—its 100th anniversary. It will be a moment to celebrate and reflect – but most importantly an opportunity to re-introduce and reengage the American people to their national parks. In anticipation of the Centennial Celebration, the National Park Foundation, in close partnership with the National Park Service, will be launching a multiyear major campaign to help identify, secure, and fund education, outreach, and environmental programs in parks at the historic sites and monuments.

FELLOWSHIP OVERVIEW

Reporting directly to the President and CEO, the Executive Fellow will serve as an integral part of the NPF Office of the President team, coordinating closely with the President's staff and others in support of the Foundation's mission.

The Executive Fellow will gain hands-on experience in the national philanthropic activities of a Congressionally-charted not-for-profit organization, with a long history of supporting the National Park Service as its charitable partner.

The Fellow will be engaged in research, writing, and supporting the efforts of the Foundation's President as he leads the organization during a transformational period in the history of NPF as the National Park System turns 100.

The Fellow will have the opportunity to:

- Interact closely with NPF's President, senior leadership team and partner organizations on impactful projects;
- Develop career-building networks;
- Advance emerging leadership skills;
- Develop an understanding of conservation, historic preservation, marketing, philanthropy, and organizational management as a career path.

Through the course of the one-year fellowship, the Fellow will gain, experience and training necessary to be a leader in philanthropic activities, non-profit, mission driven organizations, federal agency and nonprofit partnerships, corporate marketing, and congressional relations. The Fellow will also gain an understanding of a broad range of projects to improve our National Parks.

ESSENTIAL FUNCTIONS/DUTIES/TASKS

- The fellow's duties will include a range of responsibilities from drafting executive correspondence to representing NPF's executive and organization at stakeholder meetings and/or events;
- The fellow will travel with the President and Executive Vice-President as requested to local and out of town events and meetings and assist in pre-travel briefings and post-meeting follow up; Assist in organizing various initiatives that are underway as part of the National Park Service Centennial Celebration
- Contribute to strategy and planning processes and priority projects and activities;
- Gather, analyze, and share information from congressional hearings, coalition meetings, and other sources;
- Facilitate meetings and other events with and/or on behalf of the President and Executive Vice-President;
- Draft communications for a range of audiences, including senior leadership team, private and public stakeholders, policymakers, board members, donors, corporate partners and others;
- Conduct research on relevant issues; writing memos and speeches on behalf of the President; Schedule, support, and participate in internal and external meetings with, or on behalf of the President and Executive Vice-President;
- Other assignments as defined by the President.

DESIRED SKILLS & EXPERIENCE

- Master's degree in a relevant field is preferred. However, candidates near completion of a Master's degree program will be considered. Must have Bachelor's degree from an accredited college or university in a relevant field of study with an interest in the field of philanthropy, preservation, conservation, public service, leadership or management.
- Ability to commit to working at the National Park Foundation in Washington, DC for at least 12 months. There is an option for a 1-year renewal based on first year performance.
- Strong oral and written communications skills: presenting information clearly and concisely, and giving and receiving feedback.
- Exceptional word processing, Spreadsheets, Internet software, E-mail, Database software and social media experience.
- Willing and able to travel as required.
- Must have a valid driver's license, and clean driving record.

COMPENSATION:

This is a one-year, paid, full-time fellowship starting in May/June 2016 or a mutually agreed upon date. In achieving satisfactory performance measures, the fellowship can be renewed for an additional one year period. Along with competitive pay, \$50,000/per year, NPF will offer medical and dental coverage as well as a transit subsidy throughout the fellowship.

TO APPLY:

Please submit your resume and cover letter to internships@nationalparks.org preferably in PDF format. Please reference **OPF** in the subject line. Applications must be submitted to the National Park Foundation no later than May 5, 2016. Selected finalists will be invited to Washington, DC, for interviews.

Lucille M. Clay, PHR, SHRM-CP

Senior Director, Human Resources and Administrative Services

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National Park Foundation is an Equal Opportunity Employer. Candidates of all backgrounds are encouraged to apply.