

Specialist, Corporate Philanthropy

The National Park Foundation (NPF) seeks an energetic, team-oriented Specialist, Corporate Philanthropy to join the Corporate Partnerships department. The Corporate Philanthropy Specialist is responsible for supporting the work of the department to cultivate, solicit and steward relationships with corporations (and other organizations) to support the mission of NPF through philanthropic and unrestricted support. This position offers exciting opportunities for the successful candidate to make a significant impact by helping expand the corporate development program in the centennial celebration of the National Park Service in 2016 and beyond.

This full-time position is based in Washington, DC. This person will collaborate with a team of business development, fundraising and account management professionals.

WORKING AT NPF

The National Park Foundation, in partnership with the National Park Service, 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. We are a small organization with a big mandate. Learn more about us at www.nationalparks.org.

In 2016 the National Park Service celebrates a significant milestone—its 100th anniversary. It is a moment to celebrate and reflect – but most importantly an opportunity to re-introduce and reengage the American people to their national parks. In conjunction with the Centennial Celebration, the National Park Foundation, in close partnership with the National Park Service, launched a multiyear major campaign to protect America's special places, connect people to parks, and inspire the next generation of park stewards.

You will be joining this growing organization at an exciting, pivotal, moment in the 49 year history of the National Park Foundation and the 100 year history of the National Park Service.

RESPONSIBILITIES AND DUTIES

- Serve as a key member of the Corporate Partnerships team in pursuing both unrestricted and programmatic support from corporate partners at all levels.
- Working closely with the SVP, VP and Directors, draft and submit persuasive and dynamic grant proposals, online applications and letters of inquiry following corporate guidelines and deadlines.
- Working closely with the SVP, VP and Directors, perform prospect research on potential new corporate grant opportunities.
- Produce sponsorship and cause marketing proposals that support NPF's mission and messaging priorities.

- Develop and submit grant reports and sponsorship fulfillment reports for corporate partners with appropriate metrics. Work with NPF's Grants & Programs team and relevant NPS teams to collect all necessary data and narrative information to complete reports.
- Maintain NPF corporate deadlines calendar to ensure timely and accurate submission of all proposals and reports as required.
- Support NPF leadership solicitation efforts through the creation of effective pitch presentations and thorough briefing materials for corporate meetings as requested.
- Work closely with NPF and NPS colleagues to ensure a solid understanding of initiatives, programs and activities in order to present those programs in writing to effectively secure and report on funding.
- Assist in stewarding philanthropic gifts post-award to help secure renewals.
- Draft a wide variety of correspondence to convey NPF messaging and priorities to current and potential corporate partners.
- Support the growth of the NPF corporate membership program through targeted correspondence, proposals, and materials as needed.
- Maintain positive relations with corporate partner representatives through professional communications and correspondence.
- Prioritize projects to keep multiple assignments moving in a timely manner, meet deadlines and manage supplemental material required for proposals and reports.
- Provide writing or editing support for corporate development related materials, including solicitation and collateral materials, web pages, annual reports and press releases. Serve as lead in tracking applicable program metrics, media stats, project language, etc.
- Review and provide guidance on other writing projects, such as acknowledgement letters and blog posts.
- Research current trends in corporate social responsibility and specific corporate partnership programs to provide strategic guidance to NPF leadership and the corporate team on prospecting and potential alliances.
- Perform other duties as assigned by the Senior Vice President, Vice President and Directors.

ESSENTIAL EXPERIENCE, SKILLS AND COMPETENCIES

The ideal candidate should have the following:

- A minimum of three years of experience in proposal writing, editing and related work in the non-profit field, preferably on a corporate development team. A proven track record of successful grant awards.
- Bachelor's degree required; advanced degree and/or record of continuing professional development preferred.
- Superior written communication skills, including grammar and editing, as well as a capacity to communicate complex ideas to a variety of audiences.
- Expertise in developing clear, concise proposals, presentations and reports that incorporate graphics, media, metrics and charts.
- Robust research skills with the ability to read between the lines, analyze potential and synthesize complex information in order to evaluate and effectively communicate opportunities.
- Graphic design skills a plus.
- Strong attention to detail with the ability to solve problems and excel in a high-performance culture.
- Adept at taking initiative, planning, prioritizing, organizing and following through

THE IDEAL CANDIDATE WILL POSSESS

- Enthusiasm for our national parks with the ability to serve as a compelling ambassador for the National Park Foundation.
- Excellent interpersonal skills, including the ability to communicate effectively and concisely (both in writing and orally); listens as well as gives advice, and respects the abilities of others.
- Exceptional organization and research skills.
- Strict adherence to ethical and confidentiality guidelines.
- Able to work independently in a changing environment but also as part of a team with internal and external stakeholders and participants.
- Ability to maintain professionalism while completing responsibilities in a precise, dedicated, and flexible manner.
- A positive attitude, creativity and an entrepreneurial spirit; someone who is willing to try new ideas and think “outside the box,” and will motivate the team to do the same.
- Creative, strategic, dependable, honest and trustworthy with a highly developed sense of responsibility.
- Demonstrated ability to manage multiple projects and deadlines while maintaining disciplined adherence to program goals. Must work well under pressure.

DESCRIPTION OF PHYSICAL DEMANDS AND WORK ENVIRONMENT

- While performing the duties of this job, the employee is regularly required to sit and work on a computer. The employee is frequently required to talk and hear. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; and stoop, and/or kneel. The employee occasionally must push and/or move up to 10 pounds. Specific vision demands required for this job include close vision and ability to adjust focus.

TO APPLY

If you know you are the perfect candidate for this position, we want to hear from you. Please submit your cover letter and resume by email to resumes@nationalparks.org, PDF preferred. Please indicate “Specialist, Corporate Philanthropy” in the subject line of the e-mail.

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