

Account Manager, Corporate Partnerships

The National Park Foundation has is currently recruiting for an Account Manager to oversee various corporate accounts and manage corporate partner relationships. This position offers an exciting opportunity for the successful candidate to make a significant impact on the future of private philanthropy and corporate partnerships in benefiting our national parks.

This position is responsible for managing corporate relationships and partnership fulfillment with current corporate partners – from major promotional cause-marketing sponsors to licensing deals to event sponsors to restricted gifts – and supporting overall corporate fundraising efforts. The Account Manager will also support the Directors, Senior Director, and VP of the Corporate Partnerships team in partner reporting, data base support, and responding to unsolicited partnership inquiries.

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.

RESPONSIBILITIES AND DUTIES

- Manage complete partnership activation and fulfillment for national campaign sponsors.
- Handle day-to-day partnership needs for assigned corporate partners.
- Attend partner planning and activation meetings (some travel required).
- Shepherd partner product and partnership announcements, content, and activations through marketing, communications and NPS review and approval process.
- Oversee partnership fulfillment and tracking.
- Create briefing materials for NPF and NPS leadership for partnership activations, events and activities.
- Communicate corporate partnership goals to internal and external stakeholders.
- Handle invoicing for assigned corporate partners.
- Help plan events and activations for the corporate partnership team as well as assigned corporate partners.
- Draft contracts for new corporate partners.
- Prepare renewal strategies and draft term sheets and proposals as needed for partnership renewals.
- Represent NPF and support partnership efforts at trade shows and conferences.
- Complete award applications per partner as necessary.
- Help manage budgets for partnership activations and fulfillments.

ESSENTIAL EXPERIENCE, SKILLS AND COMPETENCIES

The ideal candidate should have the following:

- 3-5 years experience in a fast paced, dynamic environment on a corporate development team for a non-profit organization.
- Experience in fundraising, cause marketing, sponsorship or related field.
- College degree in marketing, communications or related degree.
- Demonstrated ability in high-level relationship management.
- Proven skills to organize, prioritize, meet deadlines, and adapt to changing priorities.
- Ability to communicate effectively in writing, on the phone, and in person.
- Detail-oriented with a high level of diplomacy and professional persona.
- Experience in customer or client management.
- Experience using Raiser's Edge or similar customer management database.
- Strong computer skills using MS Office, including Microsoft PowerPoint.

DESCRIPTION OF PHYSICAL DEMANDS AND WORK ENVIRONMENT

- While performing the duties of this job, the employee is regularly required to sit. 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. Willingness and ability to travel extensively for this position.

TO APPLY

- If you know you are the perfect candidate for this position, we want to hear from you. Please submit your cover letter, resume and salary history by email to resumes@nationalparks.org. Please indicate "ACCT MGR" in the subject line of the e-mail.

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