

**Position Overview:** Foundation Relations Manager

The Foundation Relations Manager will work closely with the Senior Manager of Foundation Relations and Vice President of Foundation Relations to plan, coordinate and implement effective strategies to secure investment in Centennial Campaign priorities from institutional foundations. S/he will cultivate, solicit and steward a portfolio of institutional foundations, and coordinate stewardship efforts for the Foundation Relations team. This position will play a key role as we expand the National Park Foundation's institutional foundation program for the Centennial Campaign and beyond. This job is located and performed from our downtown Washington DC office.

**Essential Functions/Duties/Tasks:**

- Manage a portfolio of institutional foundations for Centennial projects to secure maximum restricted support and position the organization for strategic growth during the remainder of the Centennial Campaign (through 2018).
- Generate proposals, grant reports and other high-level cultivation, solicitation and stewardship materials for institutional foundation prospects and funders in support of the Centennial Campaign, with an emphasis on stewardship. Often this will include adapting the excellent written materials produced by the Senior Director, Development Communications and working with colleagues in Grants & Programs to provide the level of detailed information that institutional foundations require.
- Track and coordinate stewardship plans and activities for institutional foundations.
- Oversee collection of information from NPF's Finance department, Grants & Programs and other NPF staff, and from National Park Service staff, to draft grant reports and other stewardship materials for institutional funders about how grant funds have been used and their impact.
- Coordinate and support the production of briefing materials for meetings with institutional foundations.
- Ensure timely and accurate record keeping of funder correspondence and contacts in Raiser's Edge and paper/electronic file storage and maintain accuracy of funder tracking systems and Raiser's Edge database for institutional foundations.
- Track and report on restricted institutional foundation revenue for weekly, monthly and quarterly updates.

**Required knowledge, skills, and abilities:**

- Knowledge of cultivation, solicitation and stewardship strategies and techniques, particularly for institutional foundations, and ability to initiate and build relationships with foundation program officers, including through telephone and in-person interactions with foundation representatives.
- Experience with proposal and grant report writing for institutional foundations.
- Effectively manage multiple projects simultaneously.
- Demonstrated ability to work independently and collaboratively on projects and across departments and ability to handle tasks under deadline with composure, patience and good humor.
- Flexible and willing to work well under pressure and in fast-paced environment.
- Excellent communication and organization skills combined with extreme attention to detail and ability to accurately prepare and proof written materials and correspondence.
- Strict adherence to ethical and confidentiality guidelines.

- Strong computer and database skills (MS Office – Excel, Word, PowerPoint, Raiser’s Edge or comparable database).

**Preferred education, and experience:**

- Minimum of 3-5 years experience in with foundations and/or the nonprofit sector.
- Strong background in grant writing and managing and reporting on grant projects.
- Bachelor’s Degree in English, History, Communications, professional writing or a similar major.
- Experience in program development is ideal.

**Description of physical demands and work environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to operate office equipment and computing resources.
- Employee frequently is required to sit; reach with hands and arms; and stoop, kneel, crouch, and often required to stand and walk.
- Employee must be able to sit for periods of time using office equipment and computer.
- Position may require moderate lifting of supplies and materials from time to time.
- The working environment is a general office environment with low noise level.
- Professional attire is required

**About 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.

Chartered by Congress in 1967, the National Park Foundation is rooted in a legacy that began more than a century ago, when private citizens from all walks of life took action to establish and protect our national parks. Today, the National Park Foundation carries on that tradition as the only national charitable nonprofit whose mission is to directly support the National Park Service.

**Join the Team:**

Join our energetic, passionate team at the National Park Foundation. As the official charitable partner of America’s national parks, we are helping to preserve, protect and promote our country’s most treasured places. Communicating about the parks, and fundraising to support them, is at the very center of our mission. Your work will make a direct and lasting impact on conservation, culture, preservation, recreation, education, stewardship, and volunteerism – preserving our national parks for centuries to come. If you know you are the ideal candidate for this position, please submit your cover letter and resume by email to [resumes@nationalparks.org](mailto:resumes@nationalparks.org). Please indicate the job title in the subject line of the e-mail.