

Position Overview: Manager, Lands Program

The Manager supports the National Park Foundation's (NPF) work with the National Park Service (NPS) to conserve private lands located within the boundaries of units of the National Park System, also known as inholdings. In addition, this position will support efforts to conserve lands associated with NPS units of the National Trails System. This position will play an important role in NPF's efforts to permanently conserve sites with important historic, recreational or natural resources for future generations. This position will require exceptional administrative abilities and attention to detail, including document management. Under the supervision of the Senior Advisor, the Manager will be working in close association with the NPF finance, development and marketing teams and NPS realty staff. This position also provides general administrative support for special projects, which involves managing and coordinating the operational aspects of NPF's grantmaking to ensure high standards for reporting, donor stewardship and accountability. This job is located and performed from our downtown Washington DC office.

Essential Functions/Duties/Tasks:

- Work with NPF grantees to track and manage documents associated with land conservation projects including grant agreements, due diligence, real estate financing, closings and post-closing reporting;
- Work with NPS Realty staff and other NPS partners to ensure that the NPF's grants for land acquisition are aligned with agency priorities and meet agency land acquisition requirements;
- Lead or assist with program administration, document retention and management, database development and tracking, meeting logistics, financial accounting (Concur), reporting and other administrative responsibilities as assigned;
- Support the work of the NPF's fundraising, marketing and communications, and finance teams by providing information on NPF's grantmaking;
- Participate in the building and implementing of strategic plan;
- Work with senior management and senior directors to establish annual work plans;
- Manage vendor relationships including oversight of consultants and contractors;
- Prepare content for land programs sections of National Park Foundation website, annual report, and other external publications;
- Represent the department as appropriate at meetings, conferences, events, etc.

Required knowledge, skills, and abilities:

- Excellent organizing and research skills and ability to transfer findings into cogent written reports and briefs;
- Experience in supporting program and data base development, budgeting, management, and evaluation;
- Experience working with diverse stakeholders, partners, contractors, consultants, and vendors;
- Exceptional organizational skills and attention to detail, ability to multi-task and prioritize, and strong time management skills are required;
- Self-motivated team player with ability to work in a fast-paced environment;
- Professional, mature, sound judgment, with excellent interpersonal skills;
- Experience working with federal land managing agencies;
- Ability to work effectively without close supervision and as part of a team;

- Exceptional oral and written communication skills and ability to manage communications for a program initiative;
- Must be able to work from our downtown Washington DC location.

Preferred education, certifications and experience:

- Bachelor's degree preferred;
- 3 years relevant professional experience preferably with a nonprofit, grant-making organization or federal land managing agency required;
- Paralegal experience with real estate closings, either commercial real estate or in the not-for-profit sector, e.g. conservation organization or land trust;
- Advanced degree or equivalent experience preferred.

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.
- Must be able to travel to different partner locations as required via various modes of transportation.
- 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. Please indicate the job title in the subject line of the e-mail.