

Account Manager, Corporate Partnerships (short-term contract)

The National Park Foundation is currently recruiting for a contractor to serve as an Account Manager, Corporate Partnerships from June 2019 through January 2020. This position will manage a portfolio of high-level corporate accounts and be the day-to-day point of contact for key corporate partner relationships for the contract term. This role offers an exciting opportunity for the successful candidate to generate increased revenue and visibility for the National Park Foundation and make a significant impact on the national parks.

WORKING AT NPF

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, cause marketing partners, licensees, philanthropic corporate donors, and more across varied sectors.
- Leverage NPF brand visibility through corporate partner marketing and media efforts.
- Serve as main point of contact for all day-to-day partnership needs for assigned corporate partners.
- Staff and support partner planning and activation meetings (travel expenses will be covered by NPF).
- Provide strategic ideas and input for the development of marketing and communications projects, campaigns, and plans for partners that help advance NPF brand and impact goals.
- Shepherd partner product and partnership announcements, content, and activations through marketing, communications, and NPS review and approval process.
- Seek and develop additional revenue opportunities through existing partnerships as appropriate.
- Oversee partnership fulfillment and tracking. Develop partnership reports as needed.
- Record partner activities in organization's database accurately and in a timely fashion.
- Create briefing materials for NPF and NPS leadership for partnership activations, events and activities.
- Maintain current knowledge on NPF, NPS and corporate partner goals and priorities and communicate to internal and external stakeholders as needed.
- Handle invoicing for assigned corporate partners.
- Help plan events, activations, and conference participation for the corporate partnership team as well as assigned corporate partners.
- Prepare renewal strategies and draft term sheets and proposals as needed for partnership renewals.
- 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 of experience in a fast paced, dynamic environment managing corporate accounts in a non-profit or agency setting.
- Experience in partnership or cause marketing, sponsorship, fundraising or related field.
- 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 database.
- College degree or equivalency in marketing, communications or related degree.
- Strong computer skills using MS Office, including Microsoft PowerPoint.

TO APPLY

If you know you are the perfect candidate for this position, we want to hear from you. Please submit your application through the National Park Foundation ADP portal found [here](#). If you experience technical difficulties during the process, you may submit a cover letter, resume and salary history by email to resumes@nationalparks.org. Please indicate "ACCT MGR-CONTRACT" in the subject line of the e-mail.

*National Park Foundation is an Equal Opportunity Employer that welcomes diversity in our organization.
Candidates of all backgrounds are encouraged to apply.*