

Account Manager, Corporate Partnerships

The National Park Foundation is currently recruiting for an **Account Manager** to oversee various corporate accounts from A-Z and be the day-to-day point of contact for key corporate partner relationships. This position offers an exciting opportunity for the successful candidate to drive revenue and visibility for the National Park Foundation and make a significant impact on the national parks.

This position is responsible for managing relationships and partnership fulfillment with current corporate partners – from major platform sponsors and promotional cause-marketing partners to licensing deals to restricted program investors – and supporting overall corporate engagement and brand visibility efforts. The successful Account Manager will be knowledgeable of corporate partnership practices and trends, as well as familiar with brand marketing, PR, social media, digital, experiential, promotions, and creative to bring 360 partnerships to life.

Reporting to the Senior Director, the Account Manager will also work with the Business Development side of the Corporate Partnerships team as needed to advance NPF and corporate partner objectives. This is a full-time, permanent position based in NPF's Washington, DC office and will require regular attendance of in-person partner, team, and organizational meetings, with some paid travel required.

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 a portfolio of national campaign sponsors, cause marketing partners, licensees, corporate grantmakers, and more across varied sectors.
- Leverage NPF brand visibility and constituent acquisition through corporate partner marketing and media efforts.
- Serve as main point of contact for all day-to-day partnership needs for corporate partner portfolio.
- Staff and support partner planning and activation meetings (some paid travel required).
- Provide innovative ideas and strategic input for the development of marketing and communications promotions, 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 revenue opportunities through existing partnerships, as appropriate.

- Oversee partnership fulfillment and metrics tracking. Develop partnership reports as needed.
- Demonstrate an understanding of partner industries, business, consumers, products, and brands (often by taking initiative to independently research and track this information, as well as share it with appropriate team members).
- 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.
- Work effectively and collaboratively with cross-functional teams, both internal and external, to deliver executional excellence.
- Maintain current knowledge on NPF, NPS and corporate partner goals and priorities and communicate to internal and external stakeholders as needed.
- Manage invoicing for assigned corporate partners.
- Help plan events, activations, and conference participation for the corporate partnerships team as well as assigned corporate partners.
- Draft and route contracts for 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 of experience in a fast paced, dynamic environment on a corporate development team for a non-profit or marketing/communications agency setting.
- Strategic mindset and strong analytical skills.
- Experience in partnership, cause marketing, sponsorship, fundraising, or related field.
- Demonstrated ability in high-level relationship management.
- Self-starter with proven skills to organize, prioritize, meet deadlines, and adapt to changing priorities.
- Experience in content development and 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.
- College degree in marketing, communications or related degree.
- 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 application through the National Park Foundation ADP portal found [here](#).

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