

## Project Manager, Cultural Resources

The National Park Foundation (NPF) is seeking a self-driven and detail-oriented Project Manager, Cultural Resources who will help lead the Foundation's efforts to enable the National Park Service to tell the African-American story in America's National Parks. The Project Manager will guide NPF's grant making, digital story-telling, and strategic philanthropic investment in the National Park System and National Trails System, to foster connections to cultural and historic treasures related to African-American history and culture.

### 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](http://www.nationalparks.org).

### RESPONSIBILITIES AND DUTIES

The Project Manager reports to the Vice President of Resource Management and manages activities of NPF relating to operations, financial, and grant making functions.

- **Subject Matter Expertise:** The Project Manager serves as NPF's subject matter expert on African-American history and leads the Foundation's efforts to support NPS' ability to tell the African-American story. Blending strong knowledge of NPS' sites telling African American history with broader subject matter expertise, the Project Manager will help ensure philanthropic investments are utilized in high priority areas. The Project Manager also provides internal leadership, assisting other departments in the subject area.
- **Grant Making:** The Project Manager provides strategic guidance for how philanthropic dollars are invested in the Park Service. He or she works closely with the VP of Resource Management to conduct research, schedule site visits and meetings, coordinate with NPS and park partners, and recommend strategies for grant making. He or she manages the Foundations grants related to telling the African-American story, communications with prospects or grantees, and all grant applications and reports. He or she will ensure that NPF's grantmaking is aligned with other NPF priority areas and ensures clear goals and measurable outcomes are defined, and grant making helps achieve them. In addition to grant making, the Project Manager shall be responsible for contracting with outside consultants and contractors to further NPS and NPF objectives.
- **Partner Relations:** The Project Manager creates and maintains strong partnerships with NPS, and other organizations and stakeholders focused on African-American culture and history. He or she helps identify organizations with whom NPF and NPS should partner, and manages the relationships to produce collaboration, information sharing, and achievement of shared goals and objectives.
- **Digital Strategy:** The Project Manager provides guidance on development of a digital strategy, aimed at sharing the resources of sites within NPS with outside audiences. Whether an individual exploring African-American history and culture for the first time, someone who has

visited an NPS site and is interested in exploring further, or experts in the field looking to learn from the rich resources of NPS, the Project Manager will work with other experts (within and outside of NPS and NPF) to develop a robust digital strategy.

- **Board and Donor Relations:** The Project Manager supports the VP of Resource Management in staffing the Program and Partnerships Committee with an emphasis on projects within his or her portfolio. Regular Board updates and communication of project progress is required. Meetings with donors and other key stakeholders will be required in order to articulate the scope of work as well as the vision for the various projects in the pipeline.

### **ESSENTIAL EXPERIENCE, SKILLS AND COMPETENCIES**

The ideal candidate should have the following:

- Bachelor's degree or equivalent professional experience preferred; advanced degree desirable
- At least three years relevant work experience in project management
- Current or previous experience working in African-American studies, culture, and history
- Experience working with non-profits or mission-driven organizations desired
- Experience working with the National Park Service or federal agencies with a historic preservation and interpretation mission a plus
- Experience in project management, budget development and grant-making and evaluation desired
- Strong organizational and writing, excellent attention to detail and ability to innovate
- Ability to travel as needed.

### **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](#). If you experience technical difficulties during the process, you may submit a cover letter, resume and salary history by email to [resumes@nationalparks.org](mailto:resumes@nationalparks.org). Please indicate "PM, Cultural Resources" in the subject line of the e-mail.

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