

Senior Coordinator, Community Partnerships

The National Park Foundation is seeking a Community Partnerships Senior Coordinator to strengthen existing and new constituencies for the National Park Foundation. Working with and supporting the Director of Community Partnerships, the Senior Coordinator will map out and catalogue new NPF constituents, engage and mobilize park partners through programmatic efforts and build upon existing work to develop a park partner network. This work will improve parks and visitor experiences through special initiatives that will increase volunteerism, service corps participation and financial support. This work will support the strategic themes of “Strong Partnerships” and “Connecting Audiences” under the “Connect” pillar of NPF’s strategic plan.

Additionally, the Senior Coordinator will undertake and oversee some administrative and program management tasks, as well as carrying out other important operational duties as assigned.

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.

As the official nonprofit partner of the National Park Service, the National Park Foundation generates private support and builds strategic partnerships to protect and enhance America’s national parks for present and future generations. We are a small organization with a big mandate. Learn more about us at www.nationalparks.org.

RESPONSIBILITIES AND DUTIES

- Work with the Coordinator/Admin Assistant to facilitate the team’s online properties, internal digests, and monthly newsletters — including content creation, design and production coordination with other NPF departments, and NPF/NPS branding compliance.
- Oversee the management and maintenance of partner and event databases/platforms.
- Serve as project lead for and take on day to day program management of the engagement and mobilization network and initiatives and support the development and management of the constituency relations plan.
- Support other NPF campaigns like Strong Parks, Strong Communities that are important to partner growth and development.
- Serve as a point of contact and resource for NPS and the park partner community.
- Make presentations to staff, traditional partners and new constituencies regarding the importance and relevancy of Community Partnership programmatic work when necessary.
- Facilitate the administrative processes for the department, to include but not limited to: managing the budget, invoicing, purchase orders, reimbursements, expense reports and processing contracts for vendors,
- Work with the Coordinator/Admin Assistant to create the registration page, logistics, and most of the back-end work for the bi-annual Friends Alliance meetings, and Regional Friends Alliance meetings with the help of other internal NPF teams. Coordinate with hosting partners.
- Other duties as assigned.

ESSENTIAL EXPERIENCE, SKILLS AND COMPETENCIES

The ideal candidate should have the following:

- Proven experience as program coordinator/manager or relevant position
- Knowledge of budgeting, bookkeeping and reporting (knowledge of Concur a plus)
- Tech savvy, proficient in MS Office
- Ability to work with diverse and multi-disciplinary teams
- Ability to work with NPF leadership
- Excellent project management, time-management, and organizational skills
- Outstanding interpersonal, oral and written communication skills
- Detail-oriented and efficient
- Familiarity of online marketing tools and Social Media platforms
- Familiarity with CRM and fundraising databases and/or moves management systems (i.e., Raiser's Edge)
- Ability to meet deadlines and prioritize tasks
- Flexibility, and a "team" attitude

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's Degree required
- 3-4 years of partnership and philanthropic experience
- Familiarity with the National Park system

DESCRIPTION OF PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Familiarity with making travel arrangements and the ability to travel for multi-day engagements.

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 your cover letter, resume and salary history by email to resumes@nationalparks.org. Please indicate "XX Job Title" in the subject line of the e-mail.

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