

Senior Manager, Grants & Programs

Responsible for managing a subset of NPF's Connect impact pillar grant-making efforts that support more than 400 National Park Service units; 2,500+ NPS affiliated heritage sites, trails, scenic rivers, natural landmarks; and partners such as Friends Groups and community organizations.

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.

You will be joining this growing organization at an exciting, pivotal, moment in the 50-year history of the National Park Foundation and the 100-year history of the National Park Service.

RESPONSIBILITIES AND DUTIES

Core Functions:

- Provide grant-related consultative services and technical assistance to NPS and partner grantees to advance their work while contributing to systemic changes within the agency
- Build and maintain strong communication and relationships with NPS and partner organizations to ensure sensitivity around high priority needs and internal processes
- Manage the diverse components of programs by tracking the budget, timeline, deliverables, reporting, communications, and donor stewardship
- Assist with the development, implementation, evaluation and asset capture of grants and programs; to include development of program Logic Models, site visits, and virtual check-ins with grantees
- Assist with administrative and operational functions such as development of departmental procedures; program budgets; reporting (donors, IRS, Congress, Board); and effective and timely intake, review, storage and reconciliation of all grant requests
- Serve on cross-departmental teams to assist with strategic planning, donor proposal development, communications, fund disbursements, and donor stewardship
- Capacity building of NPS staff (proposal writing, partnering, grant program management, best practice sharing)
- Communicate internally and externally the priorities and processes of Grants and Programs and advance strategic, organization wide goals effectively

Duties and Tasks:

- Assist with gathering, compiling, and analyzing information on program-related issues for preparation of required planning documents, evaluations and budgets
- Manage grant budgets and lead fiscal-related activities such as ensuring compliance and timely submission and processing of grant paperwork
- Provide technical assistance to grant recipients by answering inquiries and overseeing general project implementation
- Manage consultants in meeting deliverables on time and within budget
- Develop evaluation protocols and tools for relevant programs
- Stay abreast of current issues in grants management and NPS issues/needs by attending relevant conferences/workshops and using attained knowledge to train staff and enhance program documentation
- Provide research support in core policy and program areas including reviewing literature, investigating issues, and conducting surveys, interviews, and site visits as necessary
- Facilitate best-practice sharing among grantees, partners
- Work with NPF/NPS staff to evaluate potential new opportunities and programs in the context of the strategic plan
- Represent NPF as appropriate at meetings, conferences, donor or Board member visits

ESSENTIAL EXPERIENCE, SKILLS AND COMPETENCIES

The ideal candidate should have the following:

- Undergraduate degree, master's degree or equivalent experience preferred
- Non-profit sector experience required
- Proficient in Microsoft Office Suite, especially Excel, and including use of SharePoint
- Travel required at least 10-20% of time

Preferred education and experience:

- Minimum three years' experience in Public Land Management, Conservation (Natural or Cultural Resources), Education, Youth Development, and/or Community Engagement sector(s)
- Experience working in partnership with a federal agency, preferably a public land management agency
- Strong project management skills, including developing and monitoring budgets, with proven ability to manage multiple priorities and deadlines with attention to detail in a demanding environment
- Clear understanding of full philanthropic gift lifecycle from proposal development to final reporting and donor stewardship
- Working knowledge of GIFTS software, or other grants management databases
- Ability to analyze and review grant requests for completeness, viability, appropriateness, and effectiveness
- Experience in working with diverse stakeholder, partners, and vendors
- Evaluation & monitoring experience; knowledge and experience in developing and demonstrating effectiveness of program outcomes
- Collaborative working style, responsive, considerate, flexible, and personable
- Strong written and verbal communication skills
- Exceptional organizational skills and attention to detail

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 know you are the perfect candidate for this position, we want to hear from you. Please submit your cover letter, resume and salary history by email to resumes@nationalparks.org. Please indicate “Senior Manager, Grants & Programs” in the subject line of the e-mail.

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