

Vice President, Strategic Services

The National Park Foundation is currently seeking a Vice President, Strategic Services. The incumbent will be responsible for managing key systems, processes, and operations functions in service of the philanthropy department which will drive effectiveness for the team and maximize philanthropic revenue. Key areas of leadership and oversight include prospect research and tracking, donor database, gift processing, philanthropy communications, donor stewardship, and donor events. This position is also an essential source of counsel and thought leadership to the Chief Philanthropic Officer and COO regarding strategic philanthropic initiatives, including the development of an annual philanthropy department budget and workplan.

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

- Leads teams of professionals supporting the department in prospect research, integrated marketing (with NPF's Marketing and Communications team), donor communications, events, and stewardship.
- Works in close collaboration with department VP's to guide the development of best in class processes and strategies in support of fundraising goals.
- Ensures each group has clear goals and strategies to achieve them, and the resources (subscriptions, systems, software, training, human capital, etc.) required to support the department with efficiency while meeting high standards and remaining cost effective.
- Negotiates, troubleshoots and oversees contracts for the department where needed or appropriate while tracking to expense budgets on a quarterly basis with the CPO.
- Ensures staff are adhering to departmental policies and works in direct partnership with CPO and other VP's to provide essential services across the department.
- Serves as a key department leader and strategic thought partner to the Chief Program Officer, providing advice and counsel about the range of the department's activities especially tied to building and meeting annual budgets.
- As a key member of the department's management team, plays an important role in
- strategic and operational planning, budget development (in partnership with NPF's CFO), goal setting, staff training and development, and other issues as directed by the CPO.
- Identifies systems or processes across the department that are underperforming and recommends and oversees methods for improvement.

- In support of the CPO, plays a leadership role in developing and advancing a culture of philanthropy within the department, and across the National Park Foundation's non-departmental teams. Stands in for the CPO as needed.
- Leads overall strategic vision and development of the annual review of the three-year strategic plan for department.
- Guides unit leaders in developing revenue growth projections and assessing required resource allocation, measuring against industry standards and metrics such as "cost to raise a dollar" (CTRAD).
- Ensures strategic goals align with overall organization and NPS goals and are developed to maximize revenue for NPF.
- As NPF moves forward on a new potential campaign, assists as necessary. Oversees potential implementation of the new CRM and leads migration of gift processing from Finance to Philanthropy.
- Efficiently and effectively collaborate with colleagues in Programs, Marketing, and Communications leading to a realistic philanthropic strategy (including but not limited to the development of revenue targets, prospect list, solicitation materials, benefits, etc.) for each of the Strategic Framework's organizational priorities—Protect, Connect, Engage.
- Helps identify and serves as main coach to staff designated as "project leads" under this effort.

ESSENTIAL EXPERIENCE, SKILLS AND COMPETENCIES

- The ideal candidate should have the following:
- Must demonstrate strong organizational leadership, planning, supervision of employees, communication and interpersonal skills.
- Ability to handle sensitive information with tact and diplomacy.
- Excellent written, oral and interpersonal communication skills.
- Ability to work collaboratively and effectively as a member of the leadership team.
- Must possess a high level of initiative and creativity.
- Ability to forecast and plan programs, manage budgets and supervise staff.
- Bachelor's Degree required, Graduate degree desired
- 15 years progressive increasingly responsible experience in operations and strategy
- At least five years at a management level.
- Ability to oversee the work of experienced staff in research, integrated marketing (annual giving/membership programs), communications and stewardship

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, please submit your cover letter and resume through our online portal here. If you experience technical difficulties you may submit materials by email to resumes@nationalparks.org. Please indicate "VPSS" in the subject line of the e-mail

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