

## Senior Coordinator, Philanthropy and Leadership Giving

In this role, The Senior Coordinator, Philanthropy and Leadership Giving works directly with the philanthropy team's frontline fundraisers as well as the Senior VP, Philanthropy and the Office of the President. The position provides focused support on principal and major gift donor engagement and strategy management, meetings, donor experience and travel logistics.

### 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).

In 2016 the National Park Service celebrated a significant milestone—its 100<sup>th</sup> anniversary. It was a moment to celebrate and reflect – but most importantly an opportunity to re-introduce and reengage the American people to their national parks. In anticipation of the Centennial Celebration, the National Park Foundation, in close partnership with the National Park Service, launched a multiyear major campaign to help identify, secure, and fund education, outreach, and environmental programs in parks at the historic sites and monuments.

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

### RESPONSIBILITIES AND DUTIES

- Reporting to the SVP Philanthropy, provides high level support to the SVP Philanthropy and the President in managing the National Park Foundation's (NPF's) most important donor relationships.
- Develops a master calendar tied to NPF's top donors and interactions with the President and NPF staff. Provides travel support (travel authorizations, trip binders, leave behinds) and coordination with the Philanthropy VP Team around staff attendance with the President to these meetings.
- Provides centralized coordination for priority actions based on individual, corporate and foundation strategies.
- Manages the top tier donor strategy "library" provided and updated by relationship managers with each donor's next three-five "moves" included. (Board, ex officio board, National Council, corporations, foundations, donors and prospects as appropriate) \$250,000 + levels and above
- Provides interoffice and external coordination for donor/partner meetings for all revenue channels tied to an overarching calendar.
- Manages bi-weekly "donor download" meetings between the Senior VP, Philanthropy, essential VP Philanthropy team staff and the President, with focus on the highest priority strategies and donors.

- As needed, responds quickly to the President and serves as the primary point of contact for the Sr. Philanthropy team.
- Ensures timely and accurate record keeping of donor correspondence, contacts, in Raisers Edge and paper/electronic file storage as needed.
- Special events support with the Stewardship team that involve the President.
- Drafts, processes, and tracks donor and partner correspondence and briefing documents and solicitation materials—as always, aligned with the Stewardship team’s activities.
- Takes the minutes at the Development Committee meeting and National Council meetings.
- Manage day to day function and support, travel, and expense reporting for the SVP Philanthropy, which includes but is not limited to:
  - Contract management – executing and tracking purchase orders/invoices for frontline fundraisers.
  - Provide high level support for internal and external calendars (team members, consultants and vendors, donors and prospective donors, partnership and interface with National Park Service).
  - Must represent the team in a professional manner with outside donors and administrative affiliates, in cultivation and stewardship efforts.
  - Drafting, processing, and tracking of donor correspondence and solicitation/briefing materials, vendor communication support, payment, and system monitoring. Handles all draft processes with the utmost discretion and confidentiality at all times.
  - Provide support for coordination of national fund-raising campaign.
  - Ensure timely and accurate record keeping of donor correspondence, contacts, in Raisers Edge and paper/electronic file storage
  - Management of gift processing/registrar, financial systems, budget management.
- Work with development leadership to track analyze, and report on prospect management activities, determine reporting needs, and create strategies for identify new prospects in line with departmental needs; identify areas of growth, and develop proposal timelines.
- Participate in and provide strategic support to various prospect meetings, providing key reports, donor information, and strategic assessments of prospects.
- Coordinate regular – daily/bi-weekly/monthly – meetings with Office of the President, SVP Philanthropy and VP Philanthropy team.
- Special event support as needed in conjunction with the Stewardship team.
- Complete other duties as assigned.

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

The ideal candidate should have the following:

- Bachelor’s Degree from accredited institution required.
- A minimum of 5 years of experience in administrative support work with increasing responsibilities.
- Experience and/or education in fundraising, marketing, public relations, communications, or related area.
- Experience with executive calendaring and travel coordination.
- Proven ability to work well under pressure in fast paced environment, prioritize and manage multiple projects, and meet associated deadlines.
- Ability to take direction from multiple parties and to effectively prioritize and manage multiple projects simultaneously.

- Self-motivated and proactive, with demonstrated ability to be flexible, work independently, collaborate with others as needed, make sound decisions, and exercise good judgment and professionalism at all times.
- Competent computer skills including advanced use of MS Office - Excel, Word, PowerPoint.
- Strict adherence to ethical and confidentiality guidelines.
- Ability to exercise critical-thinking in problem solving and/or operational recommendations.
- Demonstrates strong communication and editing skills with attention to detail; proven capabilities to draft correspondence, reports, and other written communications.
- Experience using donor databases and familiarity with database concepts, with preferred competence in Raiser's Edge.

**TO APPLY**

- 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](mailto:resumes@nationalparks.org). Please indicate "Sr. Coord. Philanthropy" in the subject line of the e-mail.

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