



# POSITION DESCRIPTION

Glacier National Park Conservancy provides equal employment opportunities and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

**Title:** Community Partnerships Lead

**Location:** Columbia Falls, Montana (Remote First)

**Department:** Development

**Duration:** Full Time, Hourly

**Reports to:** Director of Development

**Salary:** \$46,000 - \$48,000, with benefits package

**Position Overview:** The Community Partnerships Lead plays an important role on the development team in executing several of the Conservancy's most critical fundraising initiatives. This position is responsible for cultivating and stewarding vibrant community and business partnerships. The Community Partnerships Lead oversees the Dollar Add-On Program and business sponsorships. This position also takes a lead role in event planning and grants administration, particularly as they pertain to our community and business partners. The Community Partnerships Lead explores new ways to engage partners in the Conservancy's mission and inspire them to support park projects and programs.

## **Essential Functions (Major Duties or Responsibilities):**

### **COMMUNITY AND BUSINESS PARTNERSHIPS - 50%**

- Expand the Conservancy's impact by developing unique and meaningful relationships with new and existing community and business partners; including maintaining knowledge of giving interests and capacity.

- Maintain regular communications with community and business partners to convey the impact of their donations, to provide updates to giving programs, and to ensure they have the information and tools they need to be effective partners.
- Develop and execute an annual sponsorship solicitation campaign, including a comprehensive sponsorship package with specific giving levels and corresponding benefits.
- Work in collaboration with the Communications Lead to ensure that community and business partners are recognized and that opportunities to engage with the Conservancy are promoted
- Respond to inquiries from prospective partners regarding fundraising support to the organization through donation programs or events.
- Coordinate with other community and non-profit groups to promote diversity, equity, and inclusion (DEI) objectives, environmentally sustainable practices and programs, and other initiatives that bolster Glacier National Park and our greater community.
- Organize site visits with partners to showcase our project work and to deepen their relationship and commitment to Glacier National Park.
- Coordinate relevant volunteer opportunities for community and business partners as well as donor thank you events that specifically recognize partners.

#### **ANNUAL GIVING PROGRAMS - 25%**

- Develop and implement fundraising strategies for annual giving programs including: Dollar Add-On Program, business sponsorships, unique donor programs, and other initiatives.
- Work closely with development and communications staff to plan, design, and create program materials including brochures, in-store development signage, and employee information packets.
- Collaborate with Dollar Add-On partners to train their seasonal staff as a way to increase employee engagement and to increase awareness of the Conservancy's mission and work.
- Work with the Director of Development to establish and meet fundraising goals, objectives, strategies, schedules, and analysis of results for each program.
- Facilitate a session during the annual Conservancy seasonal staff orientations to promote the mission of the Conservancy and invigorate seasonal staff interest in current park projects and development programs.

#### **ADMINISTRATION AND REPORTING - 15%**

- Maintain accurate records of interactions with partners and donors in Raiser's Edge database.

- Oversee placement, collection, and compliance of donation boxes in and around Glacier National Park.
- Work closely with development staff to ensure timely thank you letters to acknowledge contributions by community and business partners.
- Ensure that sponsor benefits are provided at levels promised and that commitments to give are fulfilled.
- Work with Donor Engagement Lead to complete grant applications to secure corporate and foundation contributions.
- For grants awarded, submit timely reports to fulfill grant requirements.

### **EVENT PLANNING – 10%**

- Solicit current or prospective community and business partners to co-host or cater events, to send representatives to attend Conservancy events, or to contribute meaningful in-kind gifts.
- Promote the Conservancy's brand and mission through coordinating our attendance at community events like farmer's markets, festivals, pint nights, etc.
- Assume a leadership role on the Events Committee and seek ways for the Conservancy to participate in community events.
- Identify opportunities for speaking engagements for the Executive Director or other staff to strengthen community relationships and increase awareness of the Conservancy's mission.

**Minimum Qualifications:** College degree, and at least two years of relevant experience. Applicants with alternative paths to similar qualifications and experience will be considered.

### **Preferred Experience and Skills:**

- An independent worker with demonstrated team ability and interpersonal skills; ability to enthusiastically engage with colleagues and partners.
- Must have excellent written and oral communication skills.
- Proficiency with Raiser's Edge donor database or similar program is highly preferred.
- Innovative thinker with a track record for translating strategic thinking into action plans and outcomes.
- Proven experience in a non-profit environment is desired.
- Willingness to work outside of normal business hours and additional time as needed.
- Knowledge of Glacier National Park and passion for the mission of the Conservancy.